The Republic of Uganda

NATIONAL HUMAN RESOURCE SURVEY REPORT 2023-2024

APRIL 2026

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This report presents the results from the National Human Resource Survey 2023-2024 undertaken by the Uganda Bureau of Statistics (UBOS).

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Preface

The National Human Resource Survey (NHRS) 2023-24 was the second comprehensive Manpower survey conducted by the Uganda Bureau of Statistics (UBOS). The naming of the survey was changed from the Manpower Survey Uganda (MAPU) used in 2016/17 to the National Human Resource Survey (NHRS) to address gender concerns.

The main objective of the National Human Resource Survey 2023-24 was to provide information on the country's human resource (Manpower) capacity, employment, human resource needs and working condition to inform planning, policy formulation and decision-making at various levels.

The NHRS 2023-24 had three modules, namely: the Formal Sector, Informal Sector and Tertiary Training and other certificate awarding institutions, under which key indicators on employers and employees are herein presented. The survey generated a lot of information to facilitate triangulation, research and analysis of the country's human resource profile.

The NHRS report 2023-24 presents findings on enrollment and graduation from tertiary training and other certificate awarding institutions, employment in the formal establishments, working environment in public and formal private establishments, and employment in the informal non-household establishments.

The Bureau expresses the deepest appreciation to the Government of Uganda and the European Union for the financial support towards the successful implementation of National Human Resource Survey 2023-24. My sincere gratitude goes to the field staff for their dedication during the data collection exercise, and the public for their willingness to participate in the survey. I also acknowledge the invaluable input of the Technical Working Group and other stakeholders.

It is my sincere hope that the wealth of information in this report will be utilised for planning, evidence-based decision making and policy formulation.

Chris N. Mukiza (PhD)
EXECUTIVE DIRECTOR

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List of Acronyms

AIDS	Acquired Immune Deficiency Syndrome
CAPI	Computer Assisted Personal Interviews
COBE	Census of Business Establishments
ETIs	Educational Training Institutions
EA	Enumeration Area
GOU	Government of Uganda
HIV	Human Immune Virus
ICT	Information and Communication Technology
ILO	International Labour Organization
ISCED	International Standard Classification of Education
ISCO	International Standard Classification of Occupations
ISIC	International Standard Industrial Classification
LFS	Labor Force Survey
LGs	Local Governments
LMIS	Labour Market Information System
MDAs	Ministries Departments and Agencies
MGLSD	Ministry of Gender, Labour and Social Development
MoES	Ministry of Education and Sports
NCHE	National Council for Higher Education
NDP	National Development Plan
n.e.c	not elsewhere classified
NGOs	Non-Governmental Organisations
PPS	Probability Proportional to Size
SE	Sampling Errors
SNA	Systems of National Accounts
STATA	Statistical Analysis Software
TCs	Teaching Colleges
TVET	Technical and Vocational Training Schools and Colleges
UBOS	Uganda Bureau of Statistics
UCE	Uganda Certificate of Education
UGX	Uganda Shillings
UNHS	Uganda National Household Survey
VCT	Voluntary Counseling and Testing
VTCs	Vocational and Technical Colleges

01 INTRODUCTION

1.1 Overview

Human Resource remains one of the critical assets of any country directly influencing productivity, service delivery, and long-term sustainability. In an increasingly dynamic and competitive environment, it is essential for institutions to have a good understanding of the composition, distribution, capacity of their workforce. The National Human Resource Survey (NHRS) 2023-24, therefore, provides a structured approach for gathering and analyzing such information, thus enabling strategic planning and informed decision making.

The Uganda Bureau of Statistics (UBOS) conducted the National Human Resource Survey 2023-24 to update information on the enrollment and graduates in tertiary training and other certificate awarding institution, employment size and its characteristics and workplace conditions.

1.2 Survey Objectives

The main objective of the National Human Resource Survey 2023-24 was to provide information on the country's human resource (Manpower) capacity, employment, human resource needs and working conditions to inform planning, policy formulation, and decision-making at various levels.

i. The specific objectives of the Survey were to;

ii. Provide information on the supply of skilled labour from Training Institutions.

iii. Provide information on employment size and its characteristics.

iv. Generate information on the potential labour demand.

v. Provide information on the workplace conditions.

1.3 Scope and Coverage

The survey collected information from Formal and Informal Non-household establishments across the country and it comprised three modules: the formal sector, the informal non-household and the Tertiary training and other certificate awarding institutions as detailed below:

1. The formal sector module collected information about employers and employees in the public institutions (Ministries, Departments & Agencies and Local Governments) and selected private establishments. This module comprised of two sub-modules:

    a) The employer sub-module captured information about characteristics of the establishment, staffing profile and labor turnover, workload, total number of posts, number of posts filled, gross remuneration, vacant posts, human resource projections, staff development programmes, corporate social responsibility, staff exit and exit arrangement. In addition, the module also collected information about existence of policies such as; gender policy, HIV/AIDS policy, disability policy, Occupational Health and Safety policy among others.

    b) The employee sub-module collected information on employees in public and private formal establishments which included general personal information, nature of current employment, performance appraisals, terms and conditions of work, labour rights, challenges at the workplace, earnings and job search among others.

2. The informal sector module collected information on employers and employees in informal non-household enterprises. The informal sector comprised of establishments that were not registered with Uganda Registration Services Bureau.

The Tertiary training and other certificate awarding institutions module was administered to technical and vocational training institutions as well as in the Tertiary institutions and Universities. The module collected information on characteristics of the institutions such as staffing profile, labour turnover, staffing capacity, sourcing for required staff, capacity utilization, and relevance of training. More information was collected on membership to professional associations, existence of gender, HIV/AIDS and disability policies at the workplace, corporate social responsibility and staff exit arrangements.

1.4 Survey Design

This section presents aspects of the survey design, the sampling frames, sampling procedure, sample size determination and sample selection for the different modules covered in the survey. The NHRS 2023-34 had three modules, and each had a different sampling procedure.

Given the size of the private sector, only a representative sample was selected for the survey based on level IV of the International Standard Industry Classification (ISIC Rev IV).

1.4.1 Sampling Procedure

Tertiary Training and other Certificate awarding Institutions

1,460

The frame used for this module was based on data from Ministry of Education and Sports and National Council for Higher Education updated with Uganda Business Register 2024.

A total of 1,460 Tertiary Training institutions and other certificate awarding institutions were selected out of which 1,459 were covered that translates to a response rate of 99.9 percent.

Formal Sector - Public Institutions

334 MDAs & LGs

The list of Ministries, Departments, & Agencies (MDAs) and Local Governments (LGs) used in this sub-module was obtained from Ministry of Public Service and Ministry of Local Government (358 establishments). A total of 334 MDAs and LGs were covered and that translated to 93 percent response rate.

Informal non-household module

10,692

The Sampling frame for this module was Enumeration Areas (EAs) from the National Population and Housing Census (NPHC) 2014. All districts were grouped in their Sub-Region where EAs were selected using Probability Proportional to Size (PPS).

In the first stage, a total of 764 enumeration areas were sampled and listing was conducted. In the second stage, a total sample of 11,460 informal non-household establishments was selected.

A total of 10,692 informal non-household establishments were interviewed, yielding a response rate of 93 percent.

Formal Sector private Establishments Frame

3,739

The sampling frame used for the module was the Census of Business Establishments (COBE) 2019/20 updated up to 2024 using administrative data sources. The establishments were categorized according to size into three mutually exclusive strata:

i. Large establishments (30 or more employees),

ii. Medium establishments (10–29 employees), and

iii. Small establishments (5-9 employees).

The large private establishments were considered for interviews with certainty (probability one) for interviews. The remaining sample was allocated to small and medium establishments using systematic random sampling within sectors.

A total of 3,739 establishments were sampled that consist of (small - 1,345, medium - 988, and large - 1,406) out of which 3,100 establishments were interviewed, which results in 83 percent response rate.

1.5 Survey Organization

A centralized approach was employed during data collection whereby 16 field teams hired at the headquarters were dispatched to different sampled establishments. Each team had one Supervisor, 4 Enumerators and a Driver. The field interviewers were recruited based on fluency in the local language spoken in the respective regions of deployment. At the headquarters, a team of Regional Supervisors, Data Editors and Computer Programmers was assigned to undertake other survey activities. Field data collection started in February 2024, paused in April-June 2024 due to field activities of the National Population and Housing Census 2024. The survey data collection phase then resumed in July 2024 and ended in March 2025.

1.6 Data Processing and Management

The NHRS 2023-24 collected data using Computer Assisted Personal Interviews (CAPI) with questionnaires programmed in Survey Solutions. The CAPI devices enabled reduction of the time lag between data collection and analysis.

1.7 Quality Assurance and Reliability of Estimates

Quality assurance in statistical production ensures that data and results are accurate, consistent, and trustworthy, making them reliable for decision-making. It helps detect and prevent errors during data collection, processing, and analysis, while maintaining consistency across time and different datasets.

With the use of the CAPI for the NHRS 2023-24, data quality checks started in the field with scrutiny and validation of the captured data. This was first undertaken by the supervisors, who then transferred the data to the headquarters on the Survey Solution's Cloud. Data was converted and exported to STATA format for further quality assurance by the data editors and analysts.

Office editors carried out the second level of data cleaning before statisticians embarked on the third level of cleaning. The data editors ensured that feedback was given to the field teams in real time on issues regarding the quality of the data for that team.

Standard errors and coefficients of variation were generated to ascertain that the results of the indicators computed are of acceptable quality. (Refer to Appendix 1 Tables).

1.8 Institutional Collaboration and Funding

The successful implementation of the National Human Resource Survey (NHRS) 2023-24 was made possible through robust institutional collaboration. The Uganda Bureau of Statistics (UBOS) served as the primary implementing agency, overseeing the survey's execution at various stages.

To ensure comprehensive stakeholder engagement and technical rigor, a multi-sectoral Technical Working Committee was established. This committee comprised representatives from selected MDAs and private sector organizations.

Ministries, Departments and Agencies included National Planning Authority (NPA); Ministry of Gender, Labour and Social Development (MGLSD); Ministry of Finance, Planning and Economic Development (MoFPED); Kampala City Council Authority (KCCA); Ministry of Public Service (MoPS); Bank of Uganda (BOU); Ministry of Local Government (MoLG); National Council for Higher Education (NCHE); Private Sector Foundation Uganda (PSFU) and Insurance Regulatory Authority (IRA).

Private Sector: Federation of Uganda Employers (FUE), Central Organization of Free Trade Unions (COFTU), and the National Organization of Trade Unions (NOTU).

Funding: The undertaking of this Survey was mainly funded by the European Union under the Fiscal Decentralisation and Service Delivery agreement between Government of Uganda and the European Union.

1.9 Challenges

i. Some Institutions and individuals were hesitant to share information about their workforce due to confidentiality concerns, mistrusts or due to fear of regulatory consequences.

ii. Respondents' fatigue due to various data collection initiatives by different agencies on the same subject which resulted into incomplete returns from some establishments.

1.10 Limitations

i. Formal establishments with 1-4 employees were not covered due to their nature

ii. The diaspora and unemployment modules were not covered by the survey.

1.11 Structure of the Report

The remainder of the report comprises of four chapters. Chapter 2 provides input on enrollment in training institutions, number of tertiary institutions by ownership, number of graduates; Chapter 3 deals with employment in Formal establishments (Number of employees in the formal establishments, Characteristics of employees, and Job projections); Chapter 4 presents workplace environment (Health and Safety Issues); and Chapter 5 provides information on employment in informal establishment (Number of employees in Informal establishments and the distribution by gender).

02

ENROLLMENT AND GRADUATES IN TERTIARY TRAINING AND OTHER CERTIFICATE AWARDING INSTITUTIONS

Key Findings

1,459

Overall, there were 1,459 tertiary training and other certificate awarding Institutions in 2023.

1,010

Majority of the institutions were privately owned (1,010) compared to 449 for public institutions.

484,746

Total enrolment increased from 364,617 in 2021 to 484,746 in 2023 (32.9%).

241,292

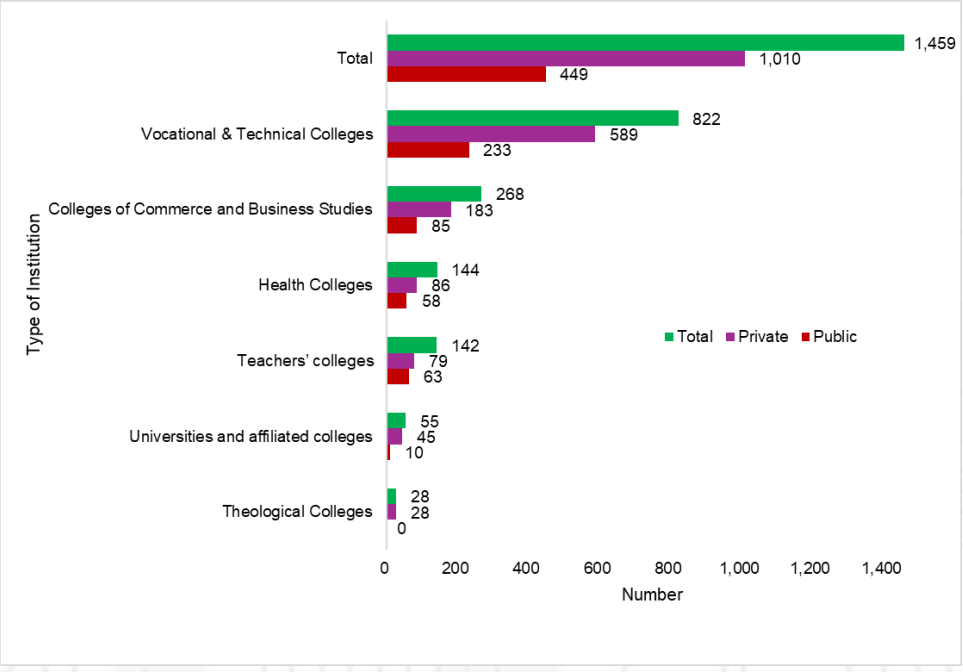
The number of graduates increased from 182,065 in 2021 to 241,292 in 2023 (32.5%).

2.1 Characteristics of Tertiary Training and other certificate awarding Institutions

Tertiary training and other certificate awarding Institutions are fundamental to human capital development by equipping individuals with the knowledge, skills, and competencies needed for productive engagement in the workforce and broader society. Tertiary institutions include universities, colleges, vocational and technical institutes, and specialized centers such as those in health and theology. Together, these institutions play a key role in the education and training system and in strengthening the labour market by linking academic learning with practical skills development, addressing skills gaps, enhancing employability, and promoting innovation. By aligning training with labour market demands, they contribute to a skilled workforce that supports industrial productivity and national development. This section presents information about Tertiary Training and other Certificate Awarding Institutions by their characteristics, with emphasis on ownership and institutional type.

Figure 2.1 shows that in 2023 there were 1,459 tertiary training and other certificate awarding Institutions, most of the institutions (1,010) were privately owned compared to 449 public institutions. Vocational and Technical Colleges accounted for the largest share with 822 institutions, representing more than half of all institutions, and were mainly privately owned 589 private compared to 233 public. The Theological Colleges had the lowest number (28) of institutions and were entirely privately owned. **(Figure 2.1 & Table 2.1)**

Figure 2.1: Number of Tertiary Training and other certificate awarding Institutions by Ownership, 2023



1,459

Overall, there were 1,459 tertiary training and other certificate awarding Institutions. Most of the institutions (1,010) were privately owned compared to 449 public institutions.

822

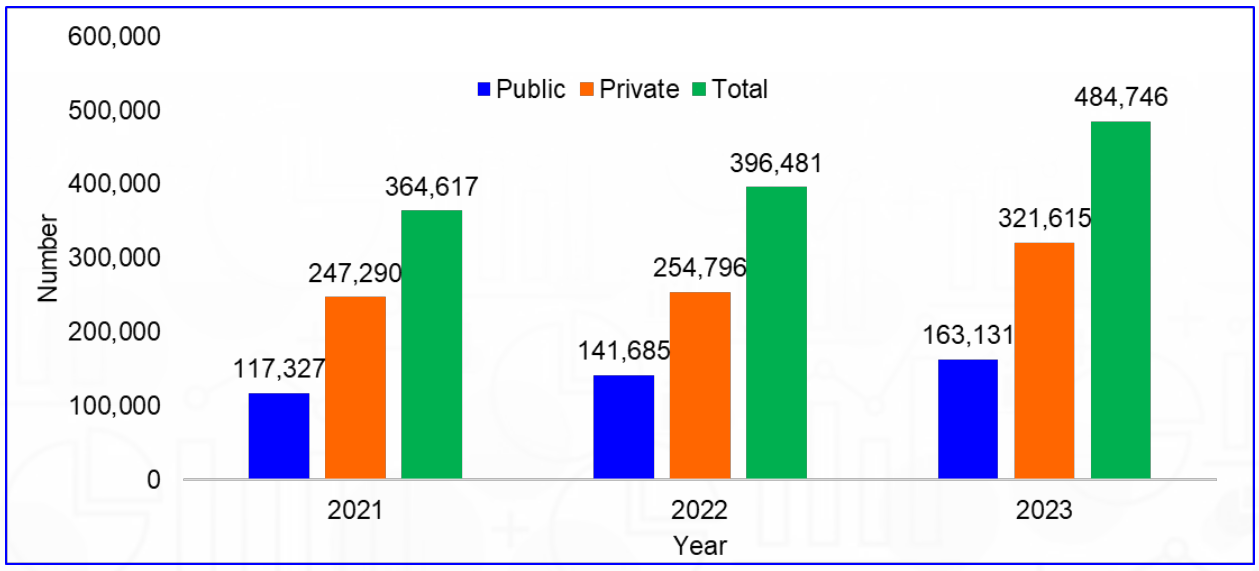
Vocational and Technical Colleges accounted for the largest share with 822 institutions, representing more than half of all institutions, and were mainly privately owned 589 private compared to 233 public.

2.2 Enrollment in Tertiary Training and other certificate awarding Institutions

Enrollment in tertiary training and other certificate awarding Institutions refers to the total number of students registered in universities, colleges, vocational and technical institutes, and specialized centers.

Enrollment across tertiary and other certificate awarding Institutions increased from 364,617 in 2021 to 484,746 in 2023. Both public and private institutions had an increase in enrollment (with the private institutions recording higher enrollment compared to public tertiary institutions). Enrollment in private institutions increased from 247,290 to 321,615, while public institutions increased from 117,327 in 2021 to 163,131 in 2023. **(Figure 2.2 & Table:2.2A)**

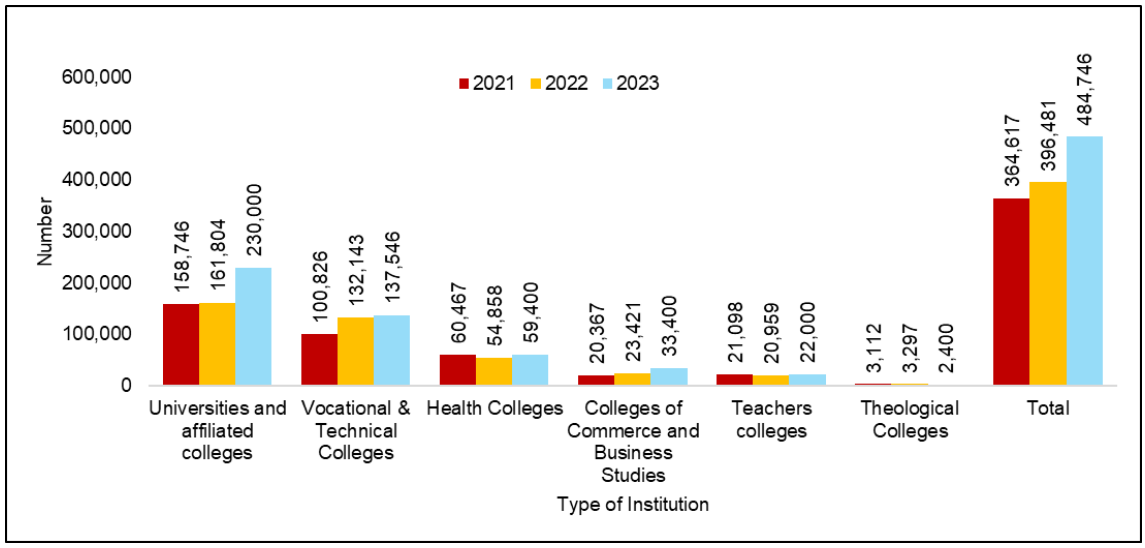
Figure 2.2: Enrollment in Tertiary Training and other certificate awarding Institutions by Ownership, 2021- 2023



230,000

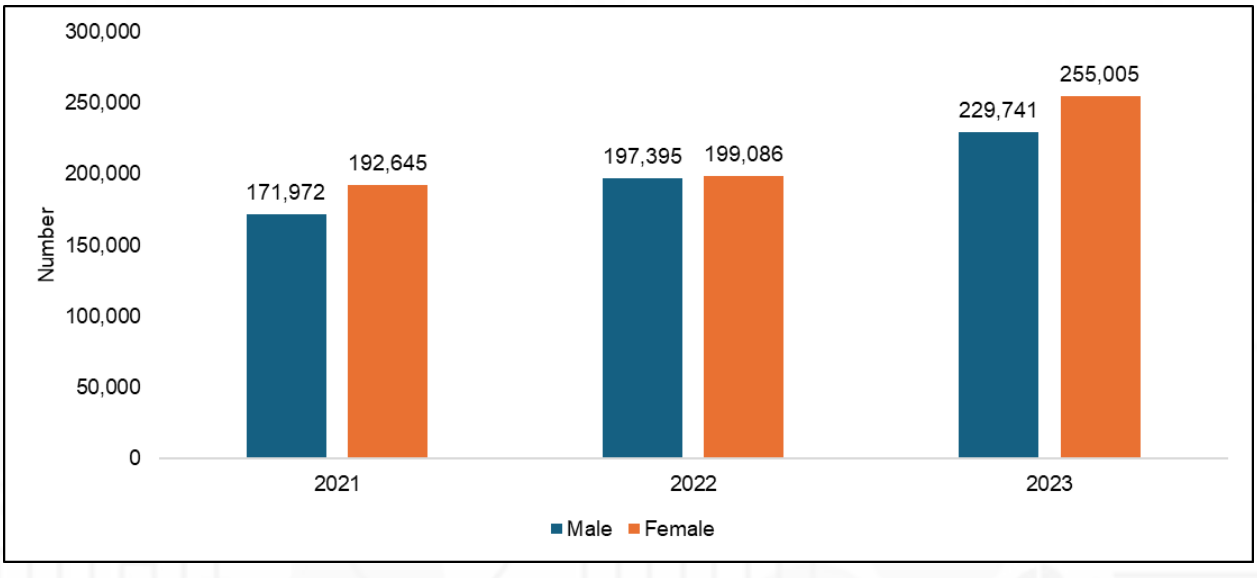
Universities and affiliated colleges had the highest enrollment over the years increasing from 158,746 in 2021 to 230,000 in 2023. Similarly, Enrollment in Vocational and Technical colleges increased from 100,826 to 137,546 while Theological colleges had the lowest enrollment, declining from 3,112 in 2021 to 2,400 in 2023**. (Figure 2.3 & Table 2.2A)**

Figure 2.3: Enrollment in Tertiary Training and other certificate awarding Institutions by Type of institution, 2021- 2023



Enrollment of both males and females increased over the period, with female enrollment being consistently higher than that of males. Male enrollment increased from approximately 171,972 in 2021 to 229,741 in 2023, while female enrollment increased from about 192,645 in 2021 to 255,005 in 2023. **(Figure 2.4 & Table 2.2B)**

Figure 2.4: Enrollment in Tertiary Training and other certificate awarding Institutions by Sex, 2021- 2023



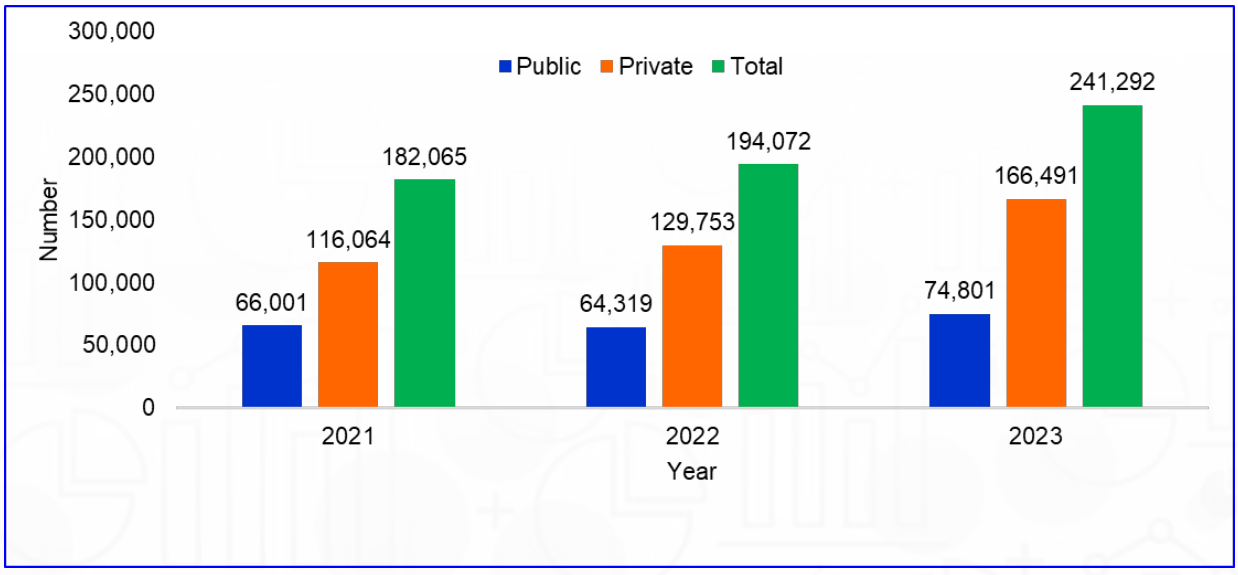
Education had the highest enrollment across fields of study, more than doubling from 56,778 students in 2021 to 100,944 in 2023. It was followed by Business, Administration and Law with 71,874 students, and Health and Welfare with 67,614 students in 2023. Engineering, Manufacturing and Construction recorded 64,279 students in 2023 while Natural Sciences, Mathematics and Statistics was the lowest enrolled field throughout 2021 to 2023. **(Table 2.3)**

2.3 Number of Graduates from Tertiary Training and other certificate awarding Institutions

Graduates are students who successfully completed all academic requirements of a programme and have been awarded a tertiary qualification such as a certificate, diploma, or degree. The number of graduates from tertiary and other certificate awarding Institutions serves as an important indicator of the education and training system's output, reflecting the supply of skilled and qualified personnel entering the labour market. It also provides insight into institutional capacity to produce graduates across different fields of study and highlights trends in human capital development over time.

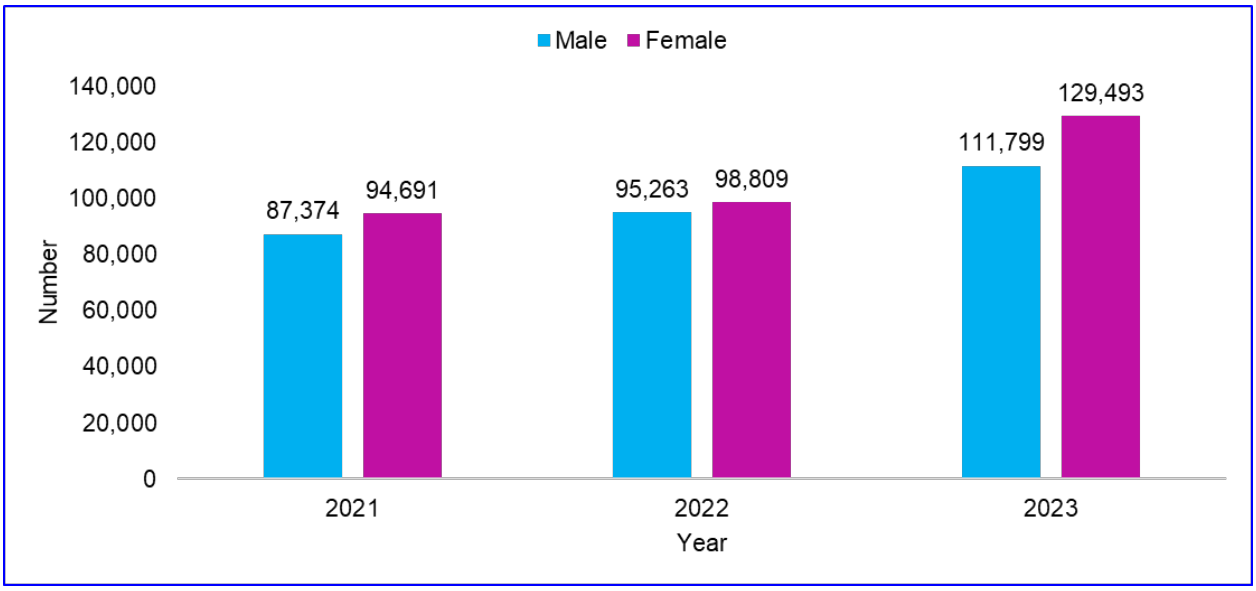
The number of graduates increased from 182,065 in 2021 to 241,292 in 2023. Private tertiary training institutions had highest number of graduates compared to public tertiary institutions. In the private tertiary institutions, the number of graduates increased from 116,064 in 2021 to 166,491 in 2023 while the public tertiary training institutions recorded a slight decline of number of graduates from 66,001 in 2021 to 74,801 in 2023 **(Figure 2.5 & Table 2.4)**.

Figure 2.5: Number of Graduates from Tertiary Training and other certificate awarding Institutions by Ownership, 2021- 2023



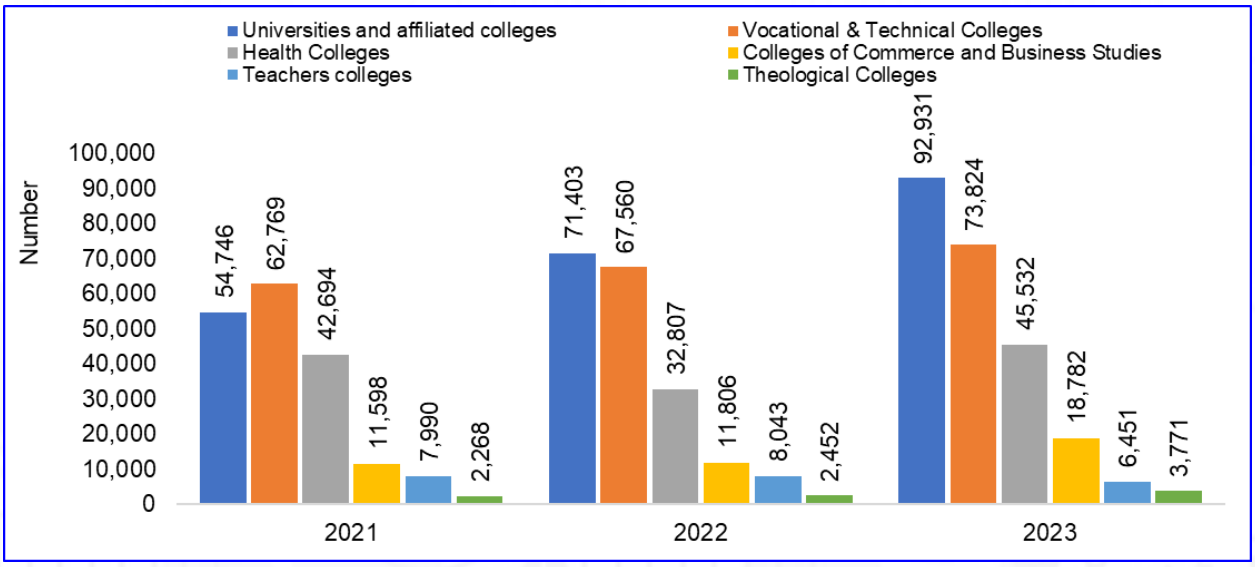
Female graduates outnumbered male graduates in tertiary training and other certificate awarding Institutions over the period 2021 to 2023. In 2023, there were 129,493 female graduates compared to 111,799 male graduates **(Figure 2.6 & Table 2.4)**

Figure 2.6: Number of Graduates from Tertiary Training and other certificate awarding Institutions by Sex, 2021- 2023



Universities and affiliated colleges recorded the highest number of graduates, increasing from 54,746 in 2021 to 92,931 in 2023. They were followed by Vocational and Technical Colleges, which increased from 62,769 to 73,824 graduates over the same period. Theological Colleges had the lowest number of graduates despite increasing from 2,268 in 2021 to 3,771 in 2023, while Teachers Colleges recorded a reduction from 7,990 to 6,451 graduates. **(Figure 2.7 & Table 2.4)**

Figure 2.7: Number of Graduates from Tertiary Training and other certificate awarding Institutions by type of Training Institution, 2021- 2023



Education, as a field of study, recorded the highest number of graduates among all fields in 2023, increasing from 22,266 in 2021 to 49,490 in 2023. It was followed by Engineering, Manufacturing and Construction, which increased from 24,233 in 2021 to 34,116 in 2023. Natural Sciences, Mathematics and Statistics had the lowest number of graduates, which reduced from 4,537 in 2021 to 4,242 in 2023. **(Table 2.5)**

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For more information on Training Institutions, Enrolment and Graduates, see the tables below from Table 2.1 to 2.5.

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- **Table 2.2B**: Enrolment in Tertiary Training and other certificate awarding Institutions by Type of Institution, Ownership and Sex, 2021–2023
- **Table 2.3**: Enrolment in Tertiary Training and other certificate awarding Institutions by Broad field of study, Sex, 2021- 2023
- **Table 2.4**: Number of Graduates from Tertiary Training and other certificate awarding Institutions by Ownership, Type of Institution and Sex, 2021- 2023
- **Table 2.5**: Number of Graduates from Tertiary Training and other certificate awarding Institutions by Broad field of study, 2021-2023

Table 2.1: Number of Tertiary Training and other certificate awarding Institutions by Type of institution and Ownership, 2023

Type of Institution	Public	Private	Total
Universities and affiliated colleges	10	45	55
Health Colleges	58	86	144
Theological Colleges	0	28	28
Colleges of Commerce and Business Studies	85	183	268
Teachers' colleges	63	79	142
Vocational & Technical Colleges	233	589	822
Total	**449**	**1,010**	**1,459**

Table 2.2A: Enrollment in Tertiary Training and other certificate awarding Institutions by Type of institution and Ownership, 2021–2023

Type of Institution	2021	2022	2023
Universities and affiliated colleges	158,746	161,804	230,000
Health Colleges	60,467	54,858	59,400
Theological Colleges	3,112	3,297	2,400
Colleges of Commerce and Business Studies	20,367	23,421	33,400
Teachers' colleges	21,098	20,959	22,000
Vocational & Technical Colleges	100,826	132,143	137,546
Ownership			
Public	117,327	141,685	163,131
Private	247,290	254,796	321,615
Total	**364,617**	**396,481**	**484,746**

Table 2.2B: Enrollment in Tertiary Training and other certificate awarding Institutions by Type of institution, Ownership and Sex, 2021- 2023

Type of institution	2021			2022			2023		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Universities and affiliated colleges	64,381	94,365	158,746	71,647	90,157	161,804	95,312	134,688	230,000
Health Colleges	26,161	34,306	60,467	20,658	34,200	54,858	24,420	34,980	59,400
Theological Colleges	1,952	1,160	3,112	2,374	923	3,297	2,136	264	2,400
Colleges of Commerce and Business Studies	7,751	12,616	20,367	8,611	14,810	23,421	12,791	20,609	33,400
Teachers' colleges	10,251	10,848	21,098	10,231	10,728	20,959	10,556	11,444	22,000
Vocational & Technical Colleges	61,477	39,350	100,826	83,876	48,267	132,143	84,526	53,020	137,546
Ownership									
Public	68,610	48,716	117,327	87,538	54,147	141,685	94,896	68,235	163,131
Private	103,362	143,929	247,290	109,857	144,939	254,796	134,845	186,770	321,615
Total	**171,972**	**192,645**	**364,617**	**197,395**	**199,086**	**396,481**	**229,741**	**255,005**	**484,746**

Table 2.3: Enrollment in Tertiary Training and other certificate awarding Institutions by Broad field of study and Sex, 2021-2023

Broad Field of Study	2021			2022			2023		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Generic programmes and qualifications	9,690	8,201	17,891	10,590	9,271	19,861	16,806	16,570	33,376
Education	22,496	34,281	56,778	31,119	38,067	69,185	41,240	59,704	100,944
Arts and humanities	10,324	18,161	28,486	13,466	17,712	31,178	14,554	21,957	36,511
Social sciences, journalism and information	11,753	13,059	24,812	10,283	13,064	23,347	12,575	16,666	29,240
Business, administration and law	25,457	35,836	61,293	24,160	34,756	58,915	30,349	41,525	71,874
Natural sciences, mathematics and statistics	3,791	3,012	6,803	2,787	2,054	4,840	3,510	2,142	5,652

Table 2.3: **Enrollment in Tertiary Training and other certificate awarding Institutions by Broad field of study and Sex, 2021-2023** *Continued....*

Broad Field of Study	2021			2022			2023		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Information and Communication Technologies (ICTs)	8,581	7,525	16,106	11,692	7,933	19,625	15,051	10,295	25,346
Engineering, manufacturing and construction	37,961	7,421	45,383	54,497	10,265	64,763	51,693	12,586	64,279
Agriculture, forestry, fisheries and veterinary	5,406	3,158	8,564	8,015	5,331	13,346	7,160	5,930	13,090
Health and welfare	24,874	37,367	62,242	21,809	37,973	59,781	27,532	40,083	67,614
Services	11,638	24,622	36,260	8,978	22,661	31,639	9,273	27,549	36,821
Total	**171,972**	**192,645**	**364,617**	**197,395**	**199,086**	**396,481**	**229,741**	**255,005**	**484,746**

Table 2.4: **Number of Graduates from Tertiary Training and other certificate awarding Institutions by Ownership, Type of Institution and Sex, 2021- 2023**

Characteristic	2021			2022			2023		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Ownership									
Public	38,649	27,351	66,001	38,854	25,466	64,319	43,563	31,238	74,801
Private	48,725	67,339	116,064	56,410	73,344	129,753	68,236	98,255	166,491
Type of Institution									
Universities and affiliated colleges	21,393	33,354	54,746	29,904	41,500	71,403	37,332	55,599	92,931
Health Colleges	20,582	22,111	42,694	14,867	17,940	32,807	20,438	25,094	45,532
Theological Colleges	1,398	870	2,268	1,503	950	2,453	686	3,086	3,771
Colleges of Commerce and Business Studies	4,005	7,593	11,598	4,247	7,559	11,806	6,775	12,007	18,782
Teachers colleges	3,481	4,509	7,990	3,806	4,237	8,043	2,964	3,488	6,451
Vocational & Technical Colleges	36,516	26,253	62,769	40,937	26,624	67,560	43,604	30,221	73,825
Total	**87,374**	**94,690**	**182,065**	**95,263**	**98,809**	**194,072**	**111,799**	**129,493**	**241,292**

Table 2.5: **Number of Graduates from Tertiary Training and other certificate awarding Institutions by Broad field of study and Sex, 2021-2023**

Field of study	2021			2022			2023		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Generic programmes and qualifications	5,331	3,598	8,929	5,315	5,158	10,473	5,536	6,270	11,806
Education	8,957	13,308	22,266	15,382	19,648	35,030	19,812	29,679	49,490
Arts and humanities	4,757	7,489	12,246	4,759	7,944	12,702	5,382	8,871	14,254
Social sciences, journalism and information	4,295	5,625	9,920	4,949	5,895	10,844	5,636	7,618	13,254
Business, administration and law	12,465	16,737	29,202	10,970	16,755	27,725	14,363	20,343	34,706
Natural sciences, mathematics and statistics	2,643	1,894	4,537	1,234	1,000	2,234	2,552	1,690	4,242
Information and Communication Technologies (ICTs)	2,789	2,432	5,221	3,039	2,606	5,646	3,561	2,702	6,263
Engineering, manufacturing and construction	18,359	5,873	24,233	25,920	5,773	31,693	27,979	6,136	34,116
Agriculture, forestry, fisheries and veterinary	3,624	2,105	5,729	4,245	2,399	6,644	3,903	3,704	7,607
Health and welfare	18,505	22,897	41,402	13,844	18,556	32,400	18,485	25,774	44,260
Services	5,649	12,733	18,381	5,607	13,076	18,682	4,591	16,705	21,296
Total	**87,374**	**94,690**	**182,065**	**95,263**	**98,809**	**194,072**	**111,799**	**129,493**	**241,292**

03

EMPLOYMENT IN FORMAL ESTABLISHMENTS

Key Findings

The private sector employs more workers in formal establishments compared to the public sector.

500,000

Public sector employment remained stable throughout the period with about 500,000 employees.

1.2m

The Education sector is the dominant employer in formal establishments, with over 1.2 million employees - more than five times the size of the next largest sectors.

There are more male employees compared to females in the formal sector

198,076

IT Skills represent the most critical gap overall with a total number of 198,076 employees inadequate in these skills.

85%

About 85 percent of workers reported a match between their job and qualification

59,700

Total future additional manpower is expected to decrease from 111,300 in 2025 to 59,700 in 2028.

3.1 Employment in Formal Establishments by selected characteristics

An establishment was defined as an enterprise or part of an enterprise that is situated in a single location and in which only a single productive activity is carried out or in which the principal productive activity accounts for most of the value added.

Formal establishments are establishments that have market production, are registered by Uganda Registration Service Bureau and keep audited accounts. In this report, formal establishments are classified into public and private.

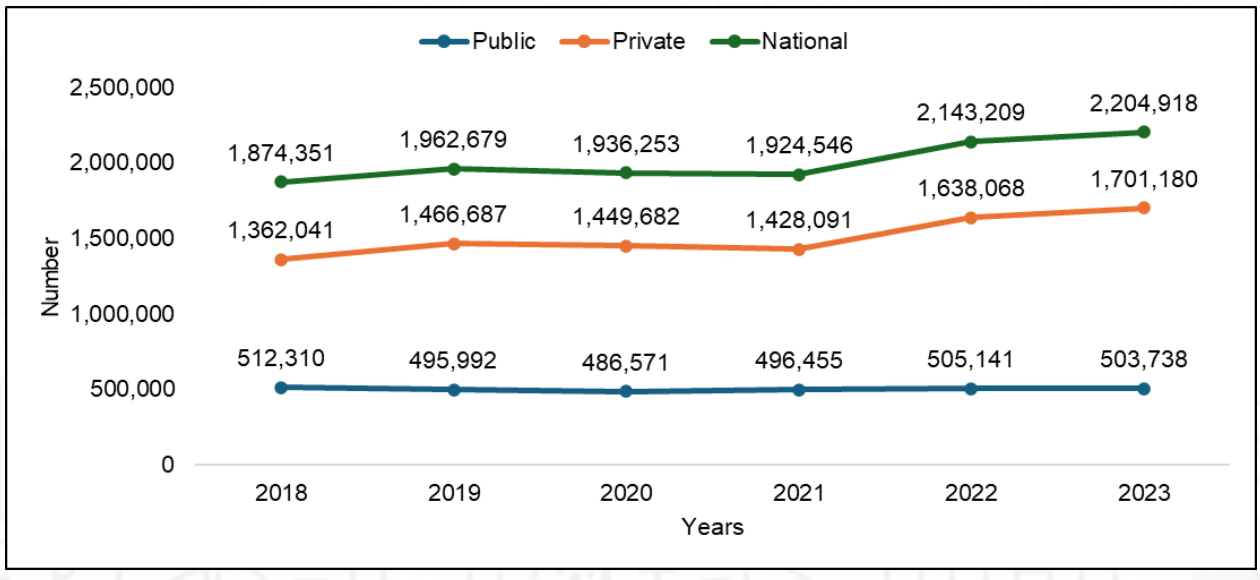
3.1.1 Employment in Formal Establishments by Ownership, 2018-2023

Figure 3.1 presents a comparison of employment numbers in formal establishments across the public and private sectors from 2018 to 2023. Overall, the total employment was 2,204,918 employees in 2023. The data reveals a distinct disparity in employment volume between the two sectors, with the private sector consistently employing a significantly larger workforce compared to the public sector.

Employment within the public sector remained stable throughout the six-year period with the number of employees averaging to about 500,000. On the other hand, the private sector demonstrates a clear upward trend from 1,428,091 to 1,701,180 in 2021 and 2023 respectively.

Overall, the data indicates that the private sector was the main source of formal employment growth between 2018 and 2023. The widening gap between private and public sector employment underscores the increasing importance of private enterprises in driving formal job creation. (**Table 3.1).**

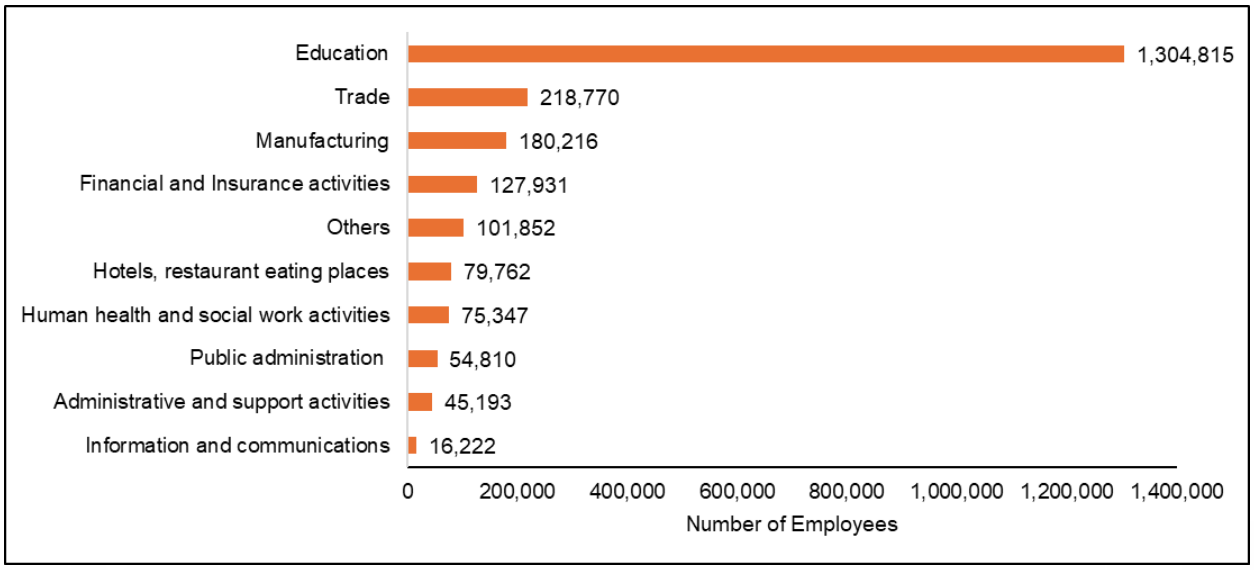
Figure 3.1: Employment in Formal Establishments by ownership, 2018 – 2023



3.1.2 Employment in Formal Establishments by Main Activity, 2023

Figure 3.2 presents the distribution of employment across various sectors of the economy in 2023. The findings from the survey indicate that education sector (1,304,815 employees) had the highest number of employees. Information and communications activities accounted for the least number (16,222 employees). (**Table 3.2 and Table 3.3).**

Figure 3.2: Employment in Formal Establishments by main activity, 2023



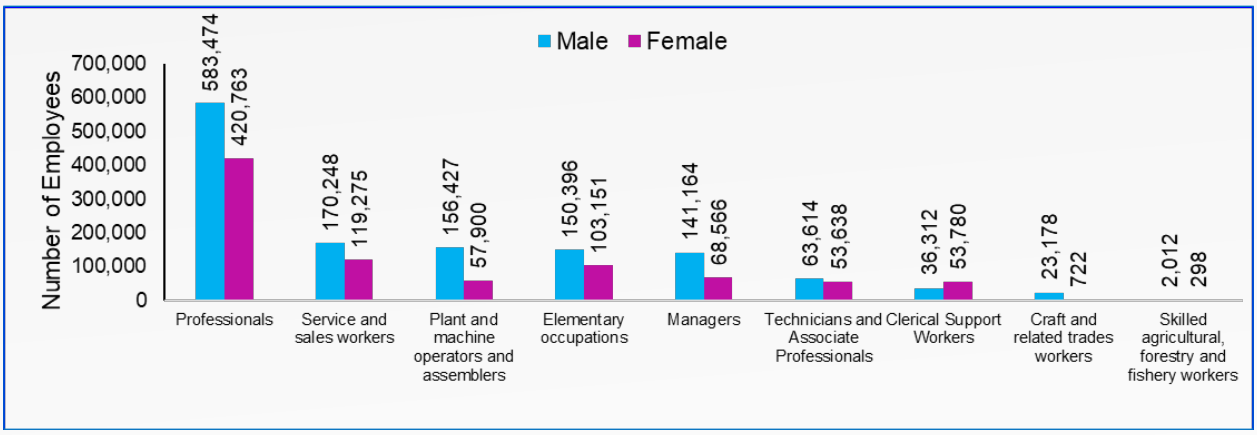
3.1.3 Employment in Formal Establishments by Main Occupation and Sex, 2023

Figure 3.3 illustrates the distribution of employment across various occupational groups, disaggregated by sex for the year 2023. The categories of Clerical support workers, Craft and related trades workers and Skilled agricultural, forestry and fishery workers had less than 100,000 employees each (**Table 3.4).**

1,004,237 employees

The professionals constituted the largest occupational group (1,004,237 employees) with males constituting the majority of professional employees (583,474) compared with females (420,763). There were more male employees in all occupation categories except clerical support workers.

Figure 3.3: Employment in Formal Establishments by main occupation and sex, 2023

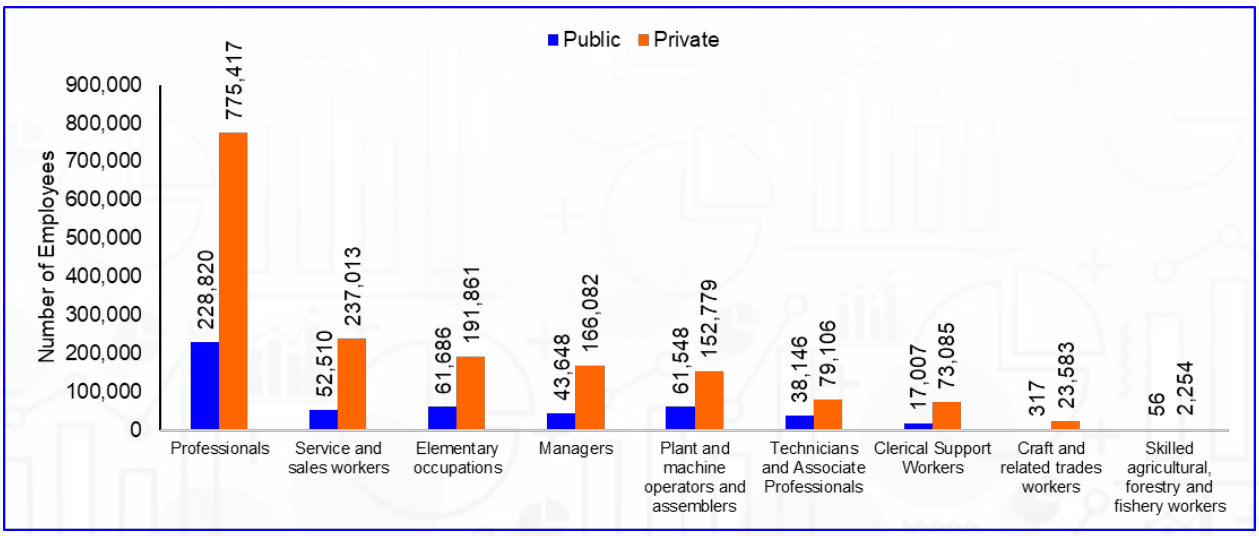


3.1.4 Employment in Formal Establishments by Main Occupation and Ownership, 2023

Figure 3.4 shows the distribution of employees in formal establishments across occupational categories, disaggregated by type of ownership. The private sector had more employees in all the occupation categories compared to the public sector.

Professionals recorded the highest employment in both sectors, with 775,417 in the private sector and 228,820 in the public sector, making it the only occupation where public sector numbers were substantial in absolute terms. The second-largest private sector employer is Service and sales workers, with 237,013 employees, compared to 52,510 in the public sector. (**Table 3.5).**

Figure 3.4: Employment in Formal Establishments by main occupation and Ownership, 2023



3.1.5 Employment by nature of contract

An employment contract is a legally binding agreement between two parties - usually between the employer, and the employee (and is designed to give both parties some level of security and protection). The survey sought to understand the nature of employment contracts for employees in the Formal Sector for their main job.

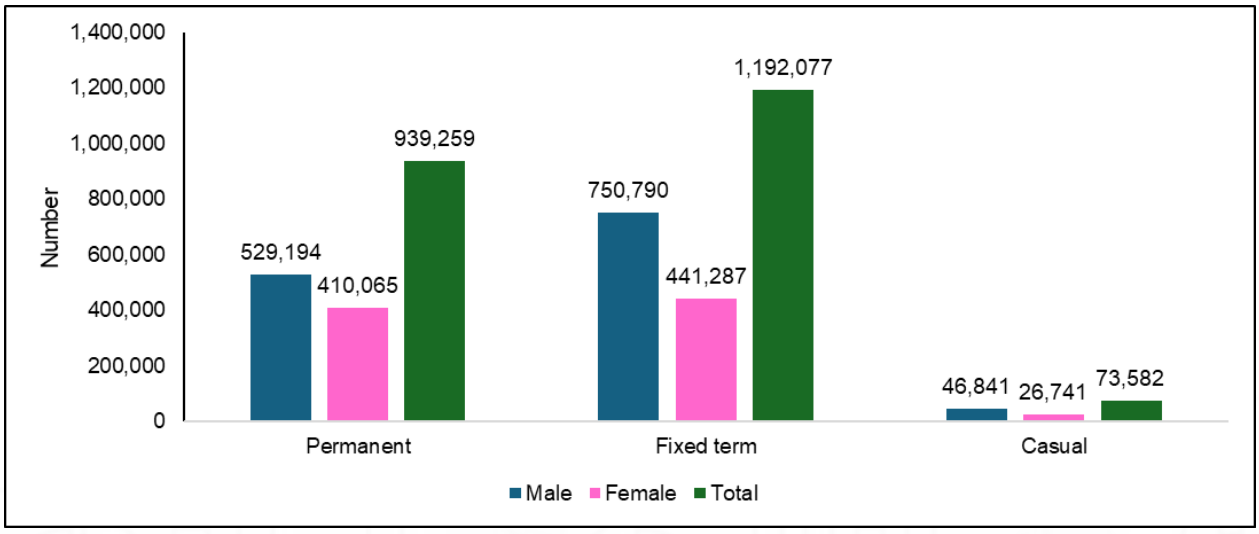
Permanent employees refer to employees whose employment agreement is for an unlimited duration (no end date or time). Fixed term employees refer to employees whose employment agreement is for a period of 3 months and above but for a limited duration. Casual / Short term employees refer to employees whose employment agreement is for a period of less than 3 months.

Figure 3.5 presents the distribution of employees by the nature of their employment contracts disaggregated by sex in 2023.

Fixed term contracts represent the largest category of employment contracts, totaling to approximately 1.2 million employees.

Permanent contracts account for the second-largest group, with a total of approximately 940,000 employees while Casual employment represents the smallest segment of the formal workforce, totaling less than 100,000 employees. There were more male employees in all the contract categories than females (750,000 males against 440,000 females) **(Table 3.6).**

Figure 3.5: Number of employees by nature of employment contract and sex, 2023



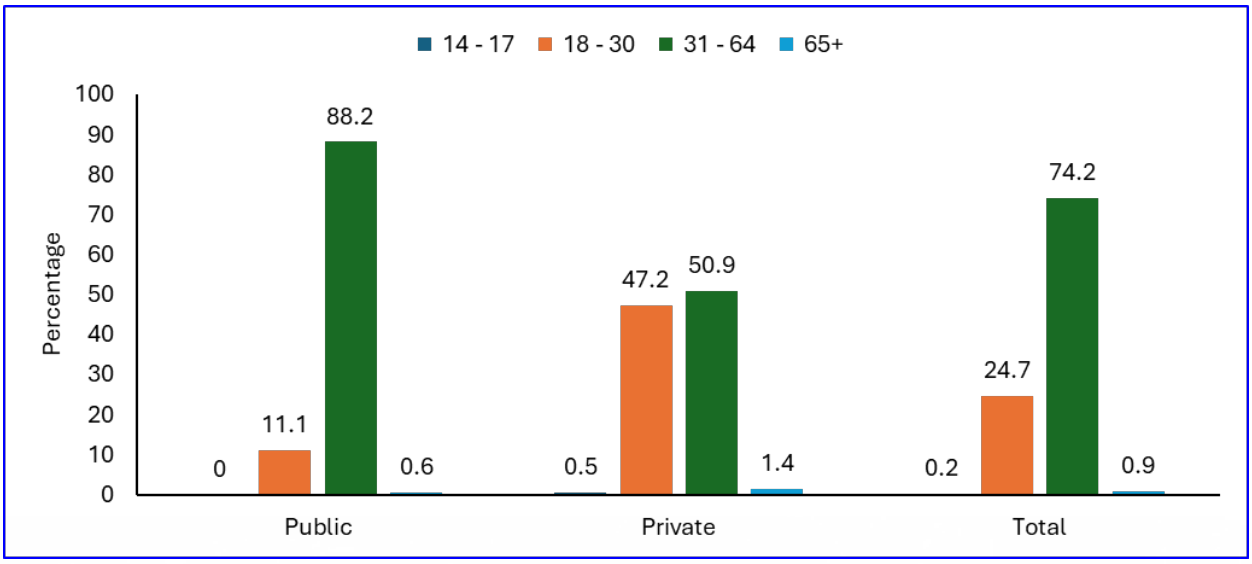
3.1.6 Employment in Formal Establishments by age and ownership

Figure 3.6 presents the distribution of employees across four age groups (14-17, 18-30, 31-64, and 65+) within formal establishments, broken down by ownership. Findings show that 74 percent of employees in formal establishments were in the age range of 31-64 years.

Majority of the employees in the public sector were in age group of 31-64 years with 88 percent. On the other hand, the private sector had 51 percent of employees in this age group.

The share of youth (18-30 years) in employment was higher in the private sector at 47 percent compared to11 percent in the public sector **(Table 3.7).**

Figure 3.6: Proportion of employees in Formal Establishments by age and ownership, 2023



3.2 Skills gaps among employees in formal establishments

Skills gaps is a discrepancy between the skills that are sought by employers and the skills that are possessed by workers, that is, imbalances between skills offered and skills needed in the world of work. In order to determine the skill mismatch, employers were asked to state the type of skills required to carry out their job and describe their ability to apply the required skills.

3.2.1 Skills gap by main occupation for selected occupation categories

The section presents proportion of employees that were missing some required skills for the position. The findings revealed that customer care, managerial and communication skills were the highest reported skills lacking among managers (15%, 14 % and 13% respectively). The most lacking skill among the professionals was IT skills with 14 percent. Among the service and sales workers, the skills lacking most were communication (11%), Innovativeness and customer care at 10 percent each **(Table 3.8).**

3.3 Education level mismatch among the employees in Public and Formal Private Establishments

Education level mismatch is a discrepancy between the level of education required for a given position and the level of education of the employee. Employees were asked whether their current job matched their official education and qualifications level (Certificate or Degree).

Figure 3.7 shows that overall, 85 percent of employees had their education level matching the requirements for the position. There was a higher proportion of employees in the public sector with education level matching that required for the position (89%) compared to the private sector employees (80%) (**Table 3.9**).

Figure 3.7: Proportion of employees in Formal Establishments whose education level matches that is required for the position, 2023 (%)

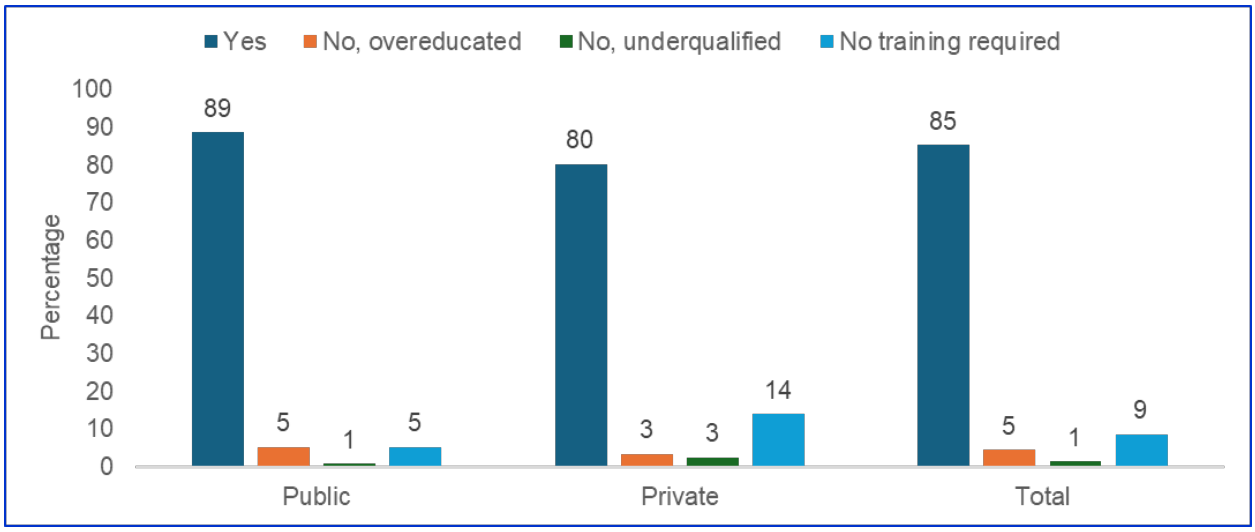
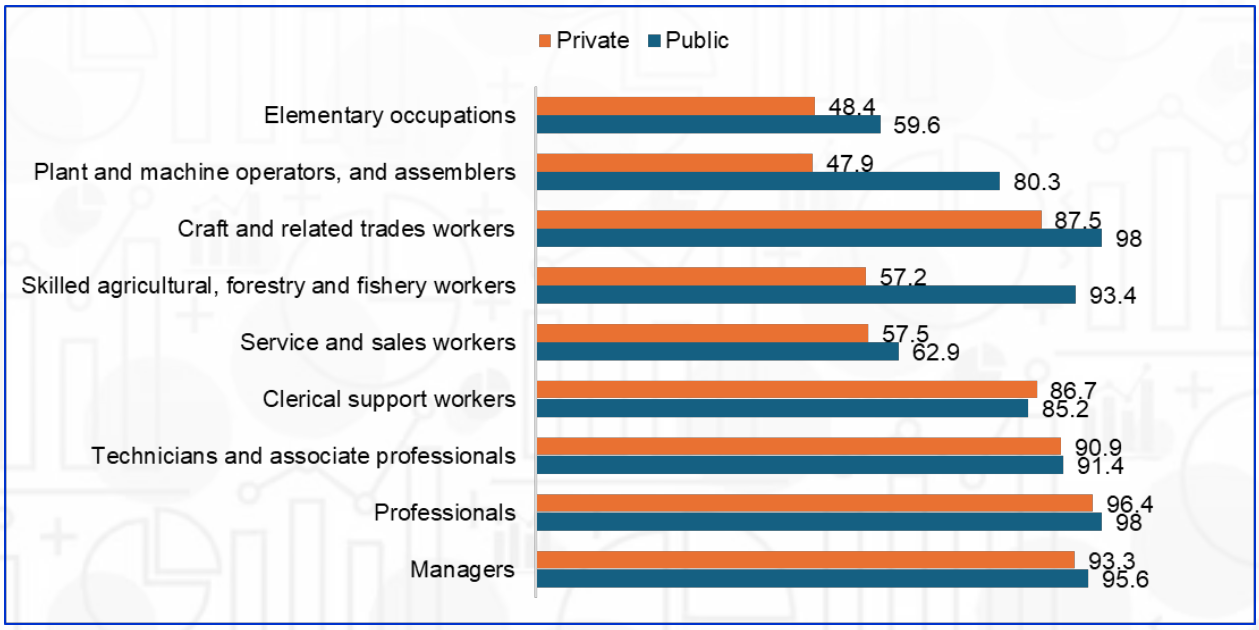


Figure 3.8 shows that nine in every ten employees in the category of Managers, Professionals, Technicians and associate professionals possessed the education level required for their positions in both Public and Private sectors **(Table 3.9).** In the category of plant and machine operators, eight in every ten (80%) of employees in public sector had the education needed compared to about five in every ten (48%) in the private sector.

Figure 3.8: Proportion of employees in Formal Establishments whose education level matched that is required for the position by Ownership, 2023 (%)



3.4 Future additional Manpower Requirements in Public and Formal Private Establishments

Future additional manpower requirements reflect the extent of potential job opportunities anticipated. This provides job seekers, policymakers, and training providers an idea of how many future jobs exist by industries and occupation type over the years from 2025 to 2028. The findings are presented by main activity, occupation and ownership.

Overall, 111,227 jobs are anticipated in the year 2025 for both public and private sectors. However, most of the anticipated jobs will be in professionals (56,163) in the year 2025 and 37,612 in the year 2028 **(Table 3.10).**

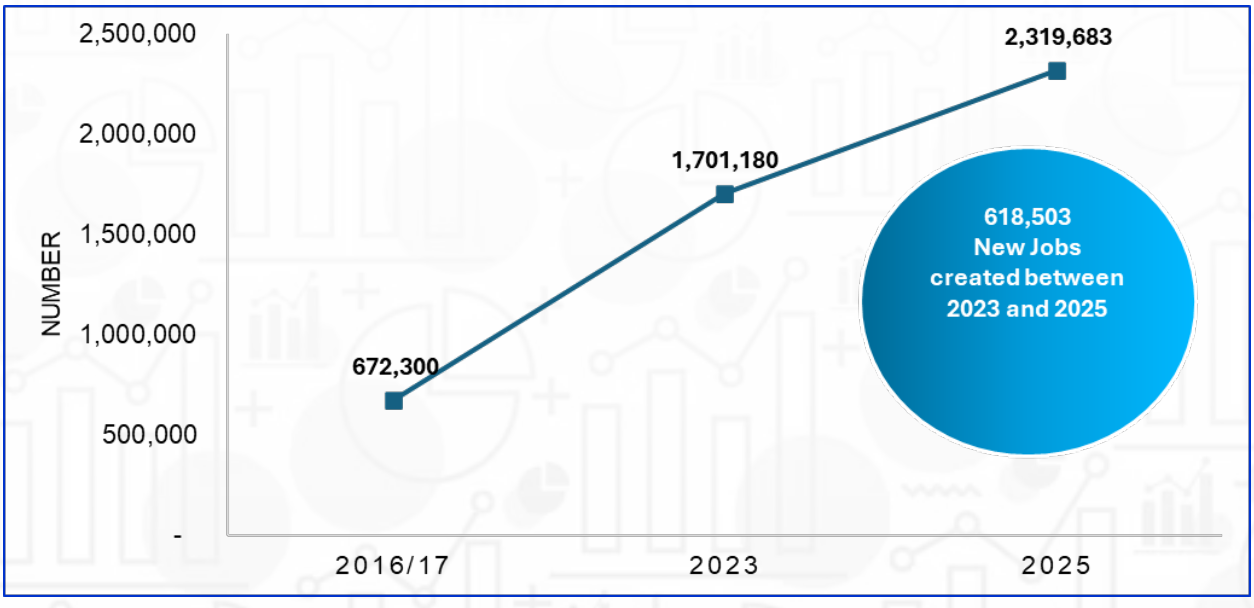
The majority of the future jobs will be in the private sector (83,118) compared to the public sector (28,109) **(Table 3.11).** However, total future additional manpower is expected to decrease from 111,300 in 2025 to 59,700 in 2028. **(Table 3.11).**

3.5 New jobs created

This section utilizes data from the National Human Resource Survey 2023-2024 and the Labour market Survey Report 2025. Both reports present findings on the Employment levels in the formal private establishments.

The National Human Resource Survey 2023-2024 showed that in the year 2023, there were 1,701,180 employees in the formal private establishment while the Labour Market Survey 2025 showed that employment in the same sector was 2,373,109. This implies that there were 618,503 new jobs created between 2023 and 2025 by formal private establishments.

Figure 3.9: Number of jobs created over the period 2023 to 2025



List of Tables

For more information on Formal Establishments and Employment in Formal Establishments see the tables below Table 3.1 to 3.12.

- **Table 3.1**: Employment in Public and Formal Private Establishments by Sex, 2018-2023
- **Table 3.2**: Employment in Public and Formal Private Establishments by Main Activity, 2018 – 2023
- **Table 3.3**: Employment in Public and Formal Private Establishments by Main Activity and Sex, 2023
- **Table 3.4** :Employment in Public and Formal Private Establishments by Occupation and Sex, 2023
- **Table 3.5**: Employment in Public and Formal Private Establishments by Occupation and Ownership, 2023
- **Table 3.6**: Employment in Public and Formal Private Establishments by nature of contract and Sex, 2023
- **Table 3.7**: Percentage Distribution of Employees in Formal Establishments by Ownership and Sex, 2023
- **Table 3.8**: Skills Gaps by Occupation among the employees in Public and Formal Private Establishments, 2023 (Percentage)
- **Table 3.9**: Education level mismatch among the employees in Public and Formal Private Establishments by Occupation, 2023 (Percentage)
- **Table 3.10**: Future additional Manpower Requirements by Industry, 2025-2028 (Percentage)
- **Table 3.11**: Future additional Manpower Requirements by Occupation and Ownership, 2025-2028 (Percentage)

Table 3.1: Employment in Public and Formal Private Establishments by Sex, 2018-2023

Year	Sex	Public	Private	Total
2018	Male	278,803	846,356	1,125,159
	Female	233,507	515,685	749,192
	Total	512,310	1,362,041	1,874,351
2019	Male	263,713	905,056	1,168,769
	Female	232,279	561,631	793,910
	Total	495,992	1,466,687	1,962,679
2020	Male	257,850	889,342	1,147,192
	Female	228,721	560,340	789,061
	Total	486,571	1,449,682	1,936,253
2021	Male	263,269	883,287	1,146,556
	Female	233,186	544,804	777,990
	Total	496,455	1,428,091	1,924,546
2022	Male	266,939	1,016,347	1,283,286
	Female	238,202	621,721	859,923
	Total	505,141	1,638,068	2,143,209
2023	Male	271,930	1,054,895	1,326,825
	Female	231,808	646,285	878,093
Total		**503,738**	**1,701,180**	**2,204,918**

Table 3.2: Employment in Public and Formal Private Establishments by Main Activity, 2018 – 2023

Main Activity	2018	2019	2020	2021	2022	2023
Manufacturing	131,628	143,306	146,491	156,812	164,900	180,216
Trade	165,076	181,149	191,841	196,027	217,810	218,770
Hotels, restaurants and eating places	75,317	71,791	62,515	69,027	74,120	79,762
Information and communications	15,112	16,139	16,164	13,901	13,877	16,222
Financial and Insurance activities	89,976	96,850	97,030	98,933	116,800	127,931
Administrative and support activities	32,004	35,114	36,045	36,402	39,166	45,193
Public administration	52,051	59,629	52,200	54,614	56,937	54,810
Education	1,196,608	1,237,042	1,208,625	1,150,749	1,308,679	1,304,815
Human health and social work activities	63,874	63,853	64,031	66,804	70,126	75,347
Others	52,705	57,806	61,311	81,277	80,794	101,852
Total	**1,874,351**	**1,962,679**	**1,936,253**	**1,924,546**	**2,143,209**	**2,204,918**

Table 3.3: **Employment in Public and Formal Private Establishments by Main Activity and Sex, 2023**

Activity	Male	Female	Total
Manufacturing	125,878	54,338	180,216
Trade	157,342	61,428	218,770
Hotels, restaurants and eating places	40,576	39,186	79,762
Information and communications	10,986	5,236	16,222
Financial and Insurance activities	72,791	55,140	127,931
Administrative and support activities	27,561	17,632	45,193
Public administration	39,466	15,344	54,810
Education	739,868	564,947	1,304,815
Human health and social work activities	36,050	39,297	75,347
Others	76,307	25,545	101,852
Total	**1,326,825**	**878,093**	**2,204,918**

Table 3.4: **Employment in Public and Formal Private Establishments by Occupation and Sex, 2023**

Occupation category	Male	Female	Total
Managers	141,164	68,566	209,730
Professionals	583,474	420,763	1,004,237
Technicians and Associate Professionals	63,614	53,638	117,252
Clerical Support Workers	36,312	53,780	90,092
Service and sales workers	170,248	119,275	289,523
Skilled agricultural, forestry and fishery workers	2,012	298	2,310
Craft and related trades workers	23,178	722	23,900
Plant and machine operators and assemblers	156,427	57,900	214,327
Elementary occupations	150,396	103,151	253,547
Total	**1,326,825**	**878,093**	**2,204,918**

Table 3.5: **Employment in Public and Formal Private Establishments by Occupation and Ownership, 2023**

Broad Occupation categories	Public	Private	Total
Managers	43,648	166,082	209,730
Professionals	228,820	775,417	1,004,237
Technicians and Associate Professionals	38,146	79,106	117,252
Clerical Support Workers	17,007	73,085	90,092
Service and sales workers	52,510	237,013	289,523
Skilled agricultural, forestry and fishery workers	56	2,254	2,310
Craft and related trades workers	317	23,583	23,900
Plant and machine operators and assemblers	61,548	152,779	214,327
Total	**503,738**	**1,701,180**	**2,204,918**

Broad Occupation categories	Public	Private	Total
Elementary occupations	61,686	191,861	253,547
Total	**503,738**	**1,701,180**	**2,204,918**

Table 3.6: Employment in Public and Formal Private Establishments by nature of contract and Sex, 2023

Nature of Contract	sex		
	Male	Female	Total
Permanent	529,194	410,065	939,259
Fixed term	750,790	441,287	1,192,077
Casual	46,841	26,741	73,582
Total	**1,326,825**	**878,093**	**2,204,918**

Table 3.7: Percentage Distribution of Employees in Formal Establishments by Ownership and Sex, 2023

Background Characteristics	Public			Private			Total		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Age group									
14 - 17	0.0	0.0	0.0	0.1	1.2	0.5	0.0	0.5	0.2
18 - 30	8.4	15.6	11.1	47.4	46.8	47.2	22.7	27.8	24.7
31 - 64	90.6	84.3	88.2	50.2	51.9	50.9	75.8	71.7	74.2
65+	1.0	0.1	0.6	2.3	0.1	1.4	1.5	0.1	0.9
Total	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**

Table 3.8: Skills Gaps by Occupation among the employees in Public and Formal Private Establishments, 2023 (Percentage)

Skill requirements	Managers	Professionals	Technicians and Associate Professionals	Clerical Support Workers	Service and sales workers
Managerial skills	14.3	4.7	1.9	2.6	2.5
Technical skills	3.9	4.7	5.0	3.4	3.0
Entrepreneurial skills	4.3	2.3	5.4	3.2	1.0
Language skills	2.7	3.0	6.2	2.2	9.4
Customer care	14.6	6.7	6.1	3.1	10.3
Innovativeness / creativity	11.7	7.2	6.8	4.7	10.2
IT skills	11.8	14.1	5.2	3.5	6.6
Didactics / teaching skills	2.6	5.8	4.0	2.0	2.0
Communication skills	13.1	7.4	7.3	2.8	11.4
Physical skills	0.4	0.3	2.5	0.2	5.2

Table 3.9: Education level mismatch among the employees in Public and Formal Private Establishments by Occupation, 2023 (Percentage)

Qualification Mismatch	Managers	Professionals	Technicians and associate professionals	Clerical support workers	Service and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trades workers	Plant and machine operators, and assemblers	Elementary occupations	Overall
Public										
Yes	95.6	98.0	91.4	85.2	62.9	93.4	98	80.3	59.6	88.6
No, overeducated	3.5	1.7	7.8	11.9	6.2	2.1	1.0	4.6	19.6	5.2
No, underqualified	0.0	0.2	0.7	0.5	2.5	0.0	0.0	2.0	2.8	0.8
Not applicable (no training)	1.0	0.0	0.1	2.4	28.4	4.5	0.9	13.1	18.0	5.5
Private										
Yes	93.3	96.4	90.9	86.7	57.5	57.2	87.5	47.9	48.4	80.2
No, overeducated	3.2	2.7	3.8	5.8	4.3	4.6	1.7	3.2	3.9	3.4
No, underqualified	1.3	0.8	0.8	0.6	7.6	0.0	0.7	2.8	2.3	2.4
Not applicable (no training)	2.2	0.1	4.5	6.9	30.6	38.1	10	46.1	45.3	14.0
Overall										
Yes	95.0	97.4	91.2	85.6	60.2	82.1	89.8	62.4	54.2	85.3
No, overeducated	3.4	2.1	6.7	10.2	5.2	2.9	1.6	3.8	12.1	4.5
No, underqualified	0.3	0.5	0.7	0.5	5.1	0.0	0.6	2.5	2.6	1.4
Not applicable (no training)	1.3	0.1	1.4	3.7	29.5	15.0	8.0	31.4	31.1	8.8
Total	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**

Table 3.10: **Future additional Manpower Requirements by Industry, 2025-2028 (Percentage)**

Industry	2025	2026	2027	2028
Manufacturing	8,139	7,556	7,844	7,633
Construction	190	0	0	0
Trade	6,972	2,490	996	1,992
Hotels, restaurants and eating places	3,370	2,810	2,810	2,642
Information and communications	1,052	996	404	430
Financial and Insurance activities	2,897	1,638	1,423	1,577
Administrative and support activities	1,163	1,163	1,165	2,757
Public administration	82	64	50	41
Education	71,811	48,183	36,417	35,914
Human health and social work activities	5,624	5,516	4,494	4,773
Arts, entertainment and recreation	1,196	256	15	21
Others	8,731	970	1,912	1,912
Total	**111,227**	**71,642**	**57,530**	**59,692**

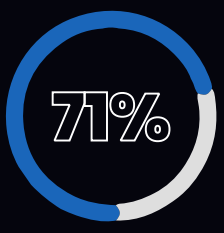
Table 3.11: **Future additional Manpower Requirements by Occupation and Ownership, 2025-2028 (Percentage)**

Occupation categories	2025	2026	2027	2028
Managers	8,666	8,797	7,879	8,122
Professionals	56,163	45,765	34,088	37,612
Technicians and Associate Professionals	6,079	5,573	2,600	2,501
Clerical Support Workers	13,494	633	475	343
Service and sales workers	14,403	6,033	6,899	5,469
Plant and machine operators and assemblers	4,277	3,734	4,062	4,020
Elementary occupations	7,880	915	1,354	1,455
Others	89	100	35	32
Total	111,051	71,550	57,392	59,554
Ownership				
Public	28,109	21,317	9,149	9,085
Private	83,118	50,325	48,381	50,607
Total	**111,227**	**71,642**	**57,530**	**59,692**

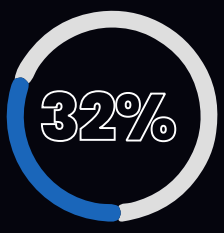
04

WORKPLACE ENVIRONMENT IN PUBLIC AND FORMAL PRIVATE ESTABLISHMENTS

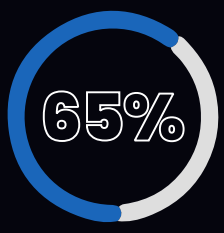
Key Findings



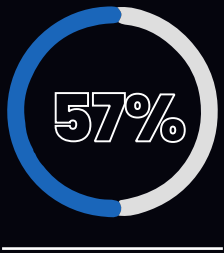
Proportion of formal establishments with Health and safety policy increased from 19% in 2016/17 to 71% in 2023-24.



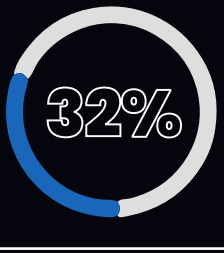
Thirty two percent of formal establishments reported having a stress management policy.



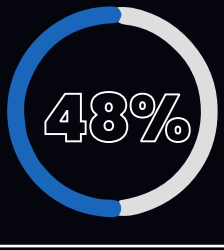
Sixty five percent of formal establishments reported having measures to address sexual harassment.



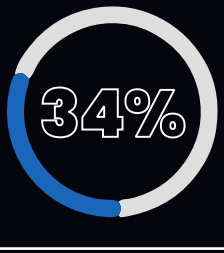
Fifty Seven percent of the formal establishments had a gender policy.



The proportion of formal establishments with disability policy at the workplace increased from 18% in 2016/17 to 32% in 2023-24.



The proportion of formal establishments with existence of HIV/AIDS policy at the workplace increased from 9% in 2016/17 to 48% in 2023-24.



The Proportion of employers contributing to NSSF increased from 34% in 2016/17 to 61% in 2023-24.

Policies that govern workplaces are critical aspects to show the institutions' compliance with rules and regulations governing such places. The survey collected information on the availability of Occupational Health and Safety policy, gender policy, disability policy, and HIV/AIDS policy at the workplace from both employers and employees.

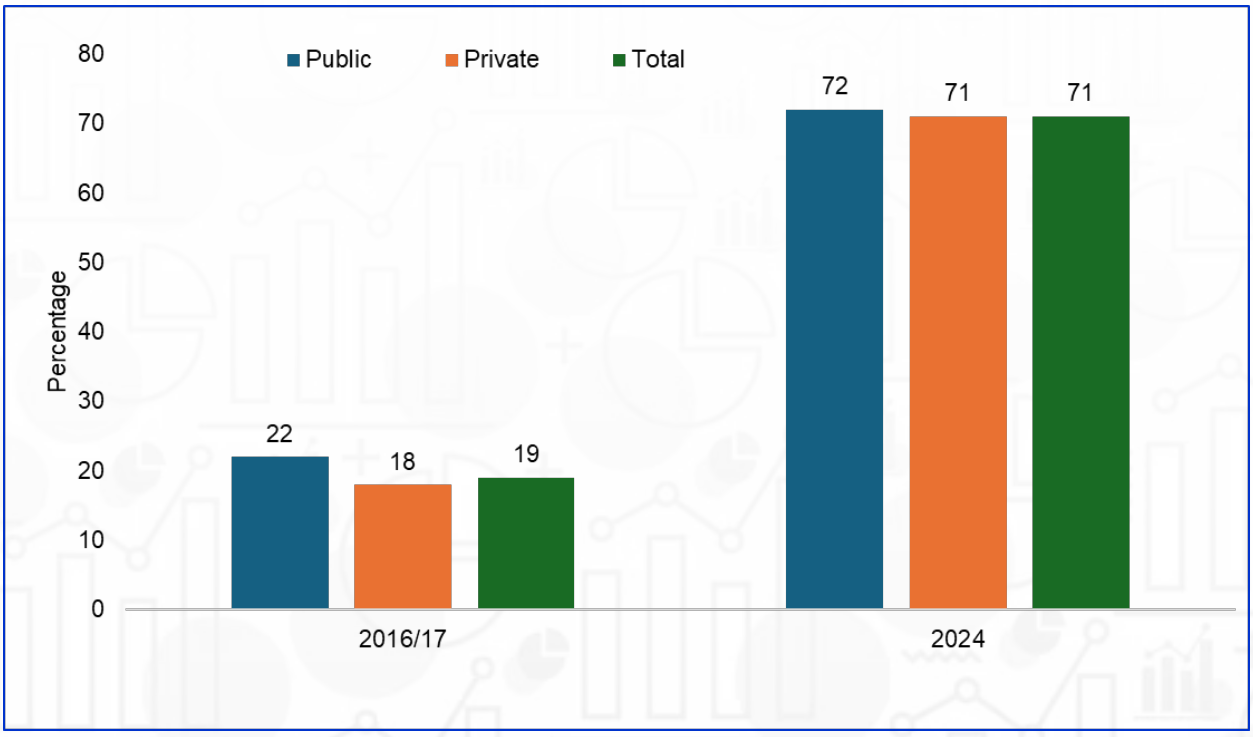
4.1 Occupational Health and Safety in establishments

The International Labour Organization (ILO) encourages countries to make available measures to promote safe and healthy working conditions through putting in place policies, frameworks, and guidelines. The focus areas include Hazardous Work; Psychosocial Risks to address workplace stress, harassment, and violence; and Emerging Risks covering ergonomics, pandemics, and digital economy risks.

4.1.1 Availability of health and safety policy by ownership

Figure 4.1 presents a trend in the availability of health and safety policies at the workplace in 2016/17 and 2023-24 as reported by the employers. Overall, availability of health and safety policies increased from 19 percent in 2016/17 to 71 percent in 2023-24. The proportion of employers in the public establishments which reported that their workplaces had health and safety policies was higher (22%) in 2016/17 and (72%) in 2023-24, than those in private sector (18%) in 2017 and (71%) in 2023-24.

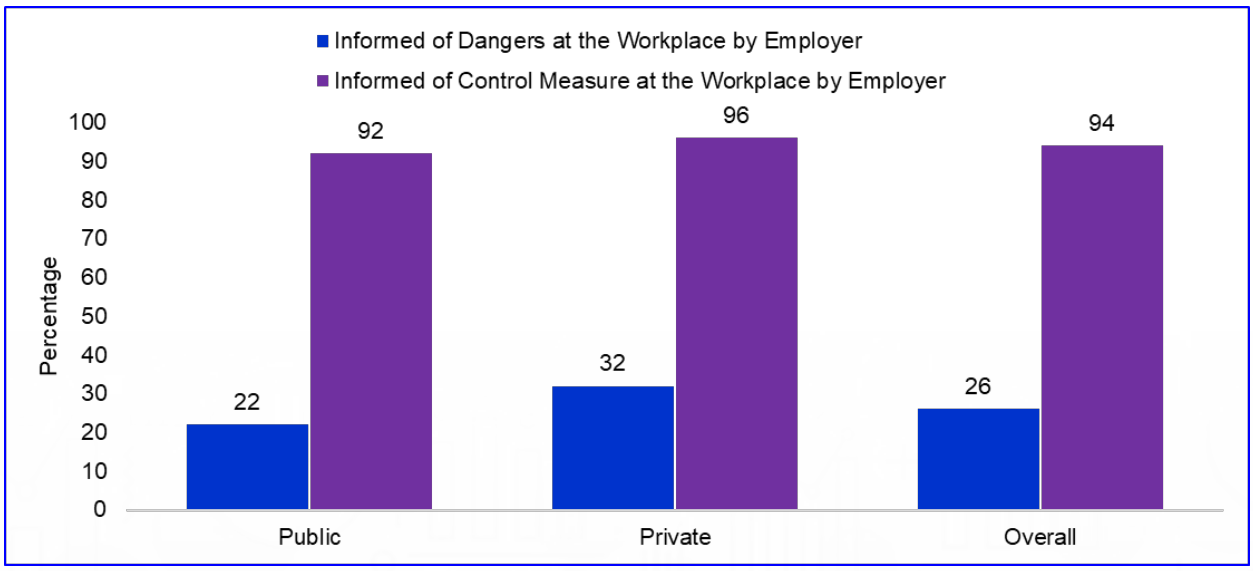
Figure 4.1: Availability of health and safety policy, 2016/17 and 2023-24 (Percentage)

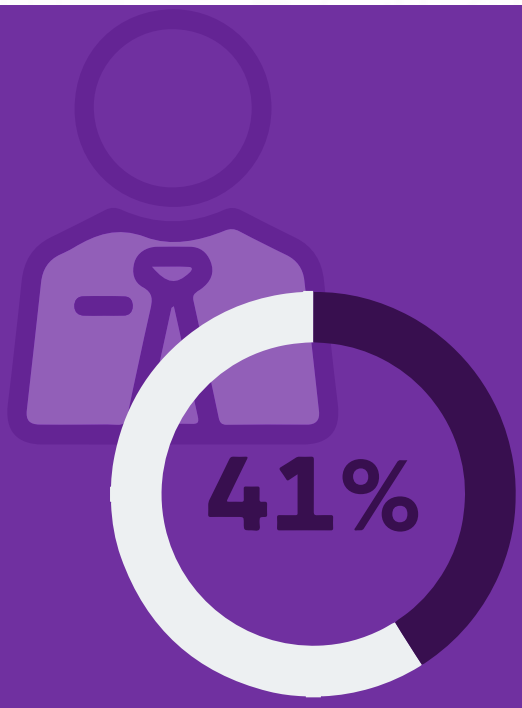


4.1.2 Employees informed of dangers and control measures by employers

Regarding whether the employers informed their employees of the dangers and control measures at workplaces, overall, 26 percent of employees reported that they were informed of the dangers, more female employees (27%) compared to male (25%) ones were informed of dangers at workplaces. There were more employees in private establishments (32%) informed of the dangers at workplaces compared to employees in the public establishments (22%). Ninety four percent of employees reported that they were informed of control measures for the dangers at their workplaces **(Figure 4.2).**

Figure 4.2: Employees informed of dangers and control measures by employer, 2023-24 (Percentage)

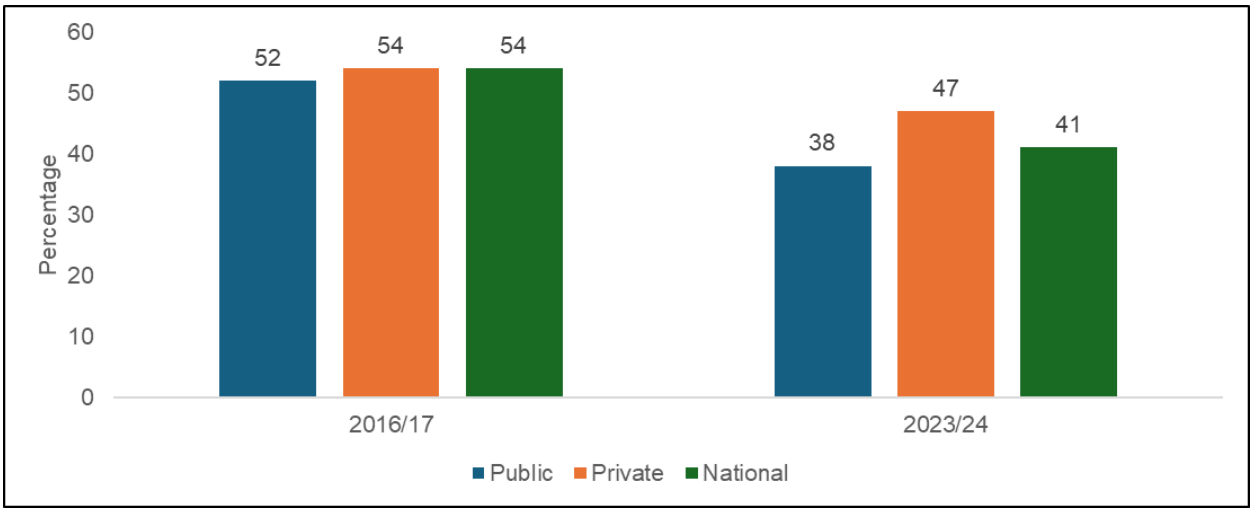




4.1.3 Workplaces Safety Committee and Person Responsible for Safety and Health

Having an active workplace Safety Committee and a Person Responsible for Safety and Health is important among others, to prevent workplace accidents, ensure legal compliance, promote a proactive safety culture, and provide a structured process to review accidents, near-misses, and recommend preventive measures. Overall, 41 percent of employees reported that their workplaces conduct Safety Committee Meetings. The committees were more active in the private establishments with 47 percent conducting meetings compared to 38 percent in the public establishments **(Figure 4.3).**

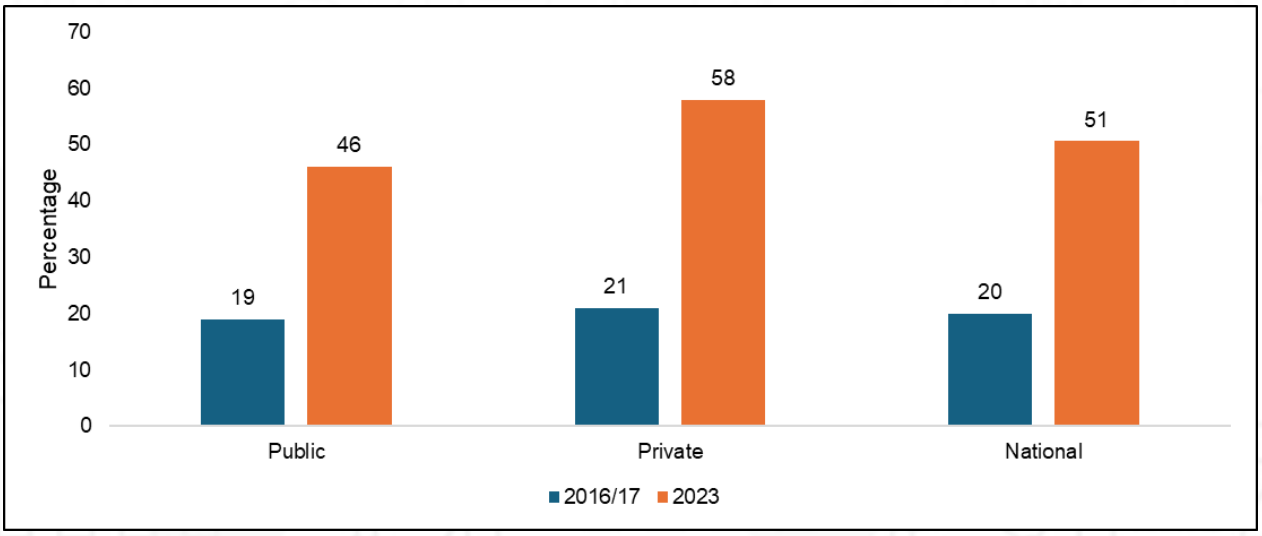
Figure 4.3: Proportion of Employees whose Workplaces conduct Safety Committee Meetings by Ownership 2016/17 and 2023-24 (Percentage)



Regarding the availability of a person responsible for safety and health, there has been an increase in the proportion of establishments reporting this role. In 2016/17, 20 percent of establishments nationally reported having a person responsible for safety and health. By 2023, this figure had risen to 51 percent.

Private establishments reported higher availability compared to public organizations. In 2016/17, 21 percent of private establishments had a designated person versus 19 percent of public organizations. In 2023, 58 percent of private establishments reported having a person responsible for safety and health, compared to 46 percent of public organizations (**Figure 4.4).**

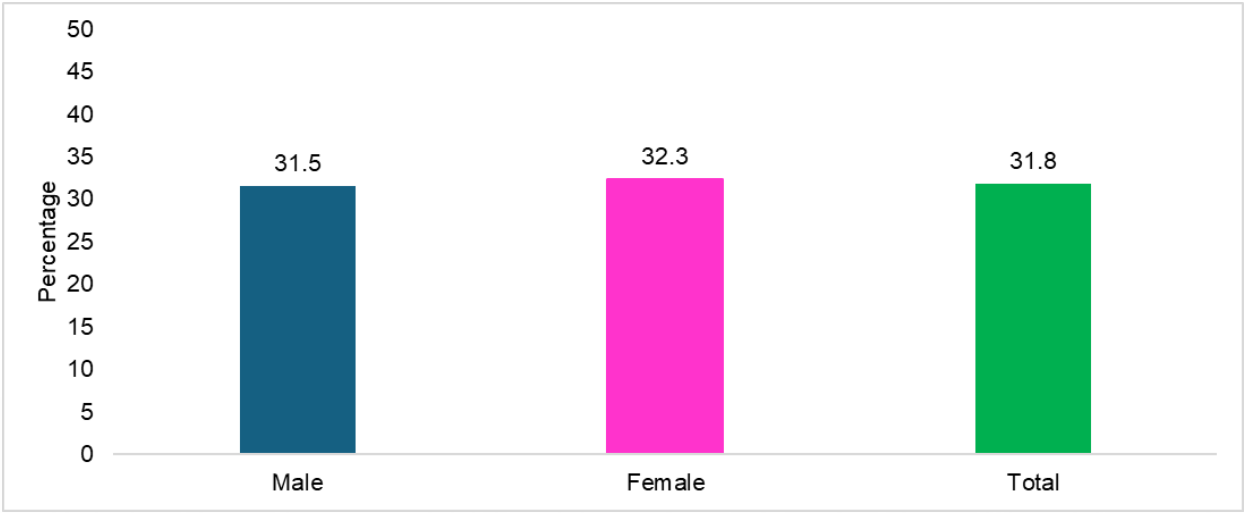
Figure 4.4: Proportion of Employees whose Workplaces had a person responsible for Safety and Health by Ownership 2016/17 and 2023 (Percentage).



4.1.4 Workplaces accidents

A safe and healthy workplace is the foundation of productivity, employee well-being, and sustainable business success. Understanding common workplace accidents and injuries is not just a regulatory obligation; it is a moral and economic imperative. Overall, 32 percent of employees reported the occurrence of accidents at their workplaces. The most frequent types of accidents reported were falls (26%), followed by slips (19%), and piercings by sharp tools (5%). **(Figure 4.5 and Table 4.2).**

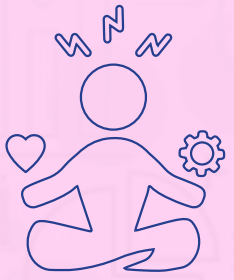
Figure 4.5: Employees that reported existence of workplace accidents and Injuries by sex (Percentage)



4.2 Stress Management and Sexual Harassment at the Workplace

Stress is the psychological and physical state that results when the resources of the individual are not sufficient to cope with the demands and pressures of a given situation. The survey asked employees whether their workplace had a policy for addressing stress and sexual harassment.

Regarding the existence of a stress management policy, there has been an increase in the proportion of workplaces reporting this policy. In 2016/17, nine percent of workplaces nationally reported having a stress management policy, with public workplaces at 12 percent and private establishments at 8 percent. By 2023, the national figure increased to 32 percent. The private establishments reported a higher rate (43%) compared to public workplaces (26%) **(Figure 4.6).**



43%

"Regarding the existence of a stress management policy, private establishments reported a higher rate (43%) compared to public workplaces (26%)"

Figure 4.6: Employees that reported existence of Stress Management Policy at the Workplace by ownership, 2016/17 and 2023-24 (Percentage)

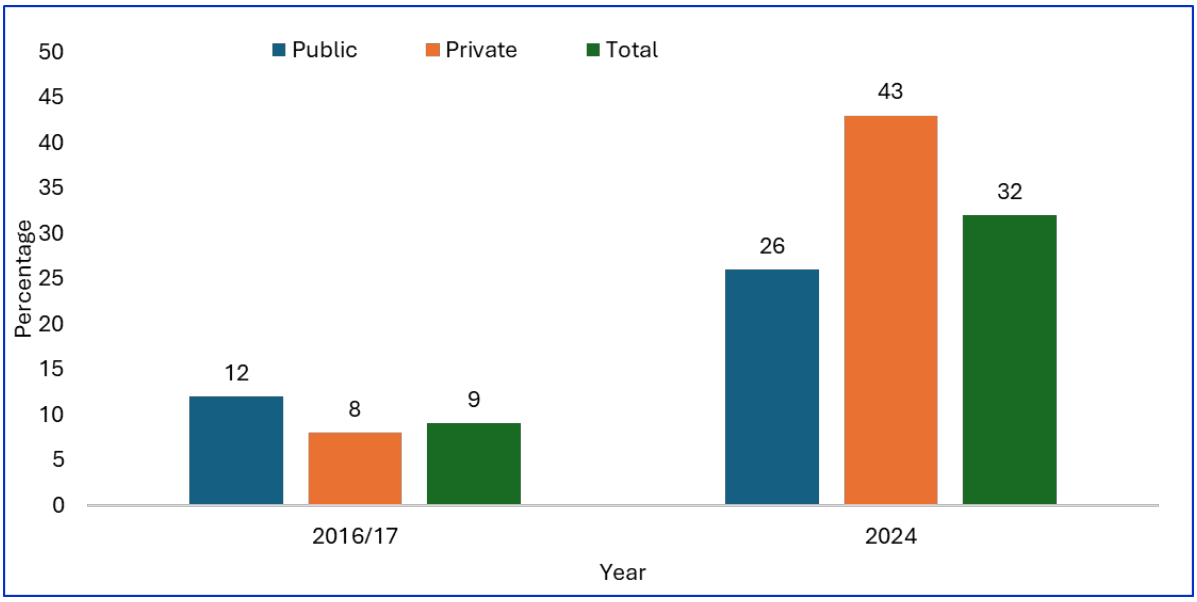
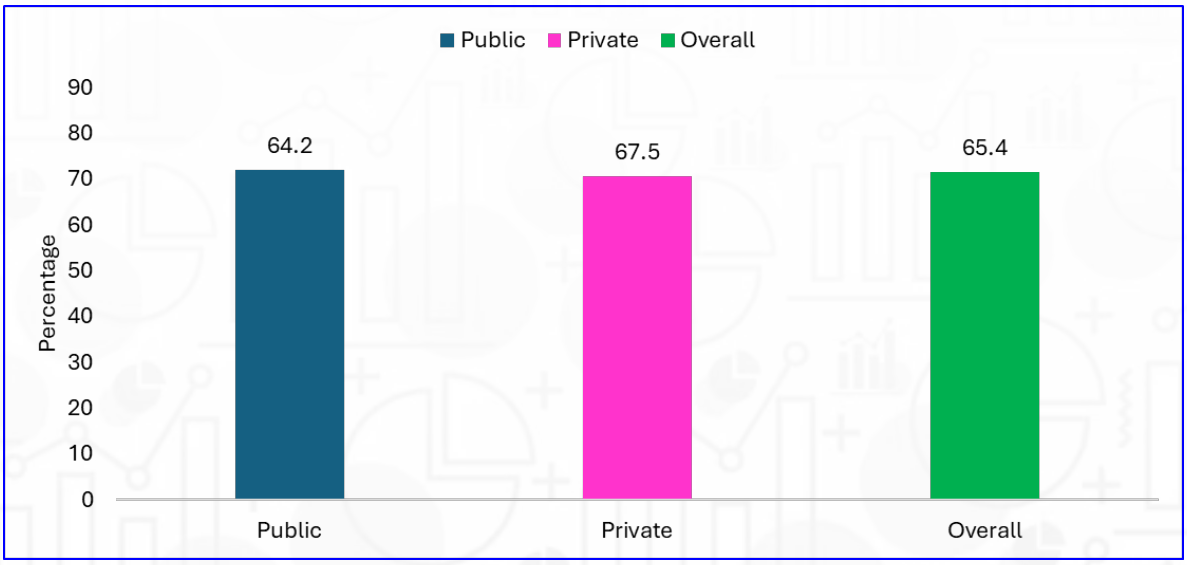


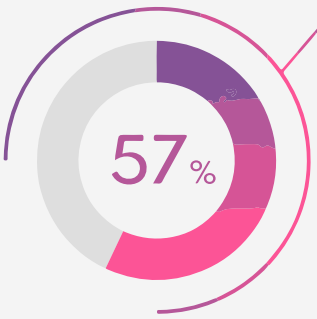
Figure 4.7 shows proportion of employees that reported existence of Measures to control sexual harassment at the workplace by ownership. Overall, 65 percent of the employees reported their workplaces had measures to prevent sexual harassment. More private workplaces (68%) had measures to prevent sexual harassments compared to public establishments (64%).

Figure 4.7: Employees that reported existence of Measures to control Sexual Harassment at the Workplace by ownership, 2023-24 (Percentage)



4.3 Gender Policy

Gender equality in the workplace is a key component of inclusive and decent employment. Figure 4.8 presents the percentage of employers who reported the availability of a Gender Policy at their workplaces and the preference for the sex of employees, comparing data from 2016/17 and 2023.



Regarding the availability of a Gender Policy, there has been an increase over the period. In 2016/17, 10 percent of employers reported having the policy, with public institutions at 28 percent and private establishments at Four percent. By 2023, the overall figure had increased to 57 percent, with public organizations at 72 percent and private establishments at 54 percent.

In terms of preference for the sex of employees, 12 percent of employers reported this in 2016/17 (22% Public vs. 6% Private). This figure increased to 25 percent in 2023, with public institutions reporting 30 percent and private establishments reporting 24 percent. Across both measures, public institutions consistently reported higher percentages than private establishments in both time periods **(Figure 4.8a and Figure 4.8b).**

Figure 4.8a: Availability of a Gender Policy at the Workplace by Ownership of Establishment for 2016/17 & 2023-24 (Percentage)

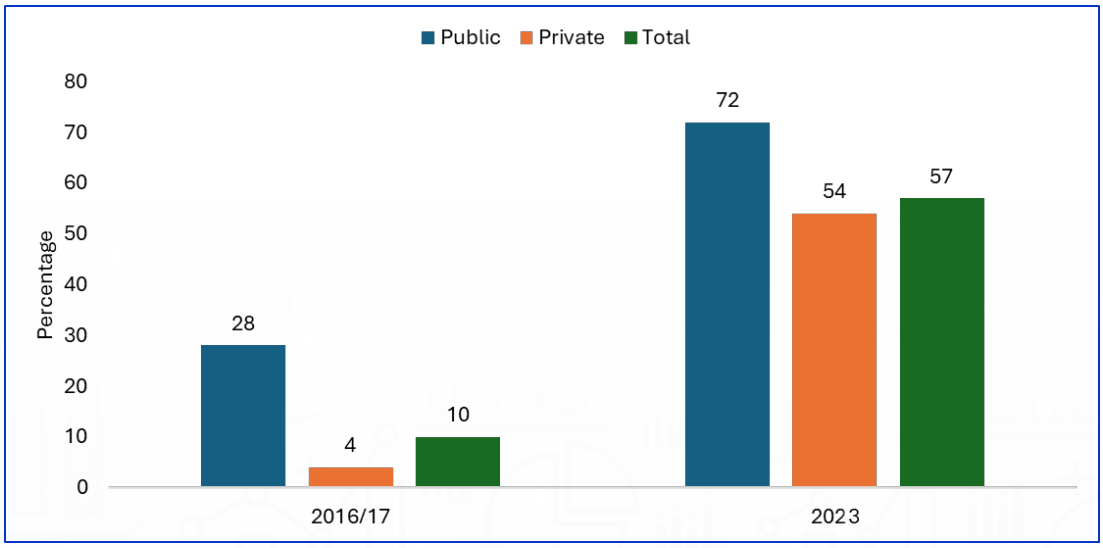
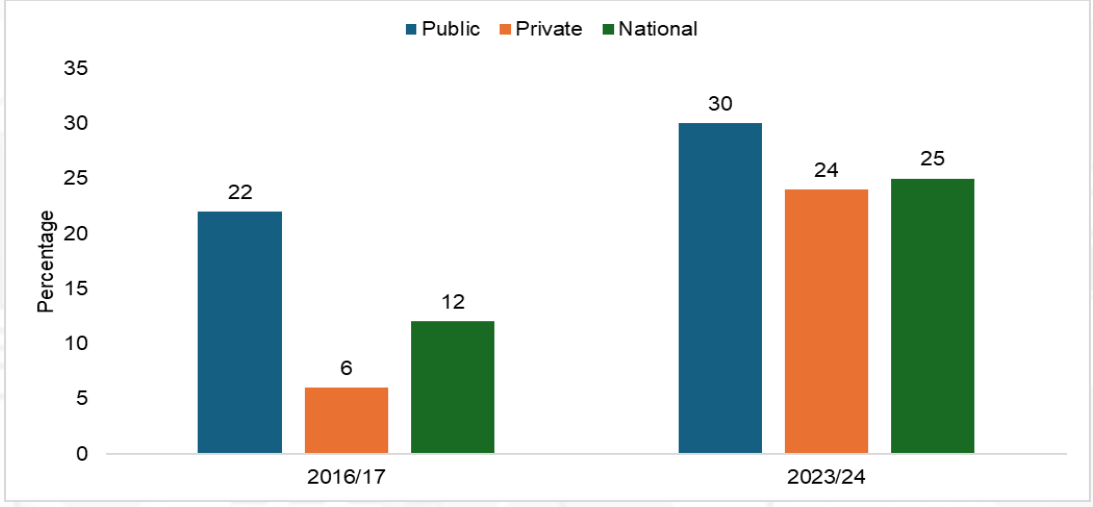


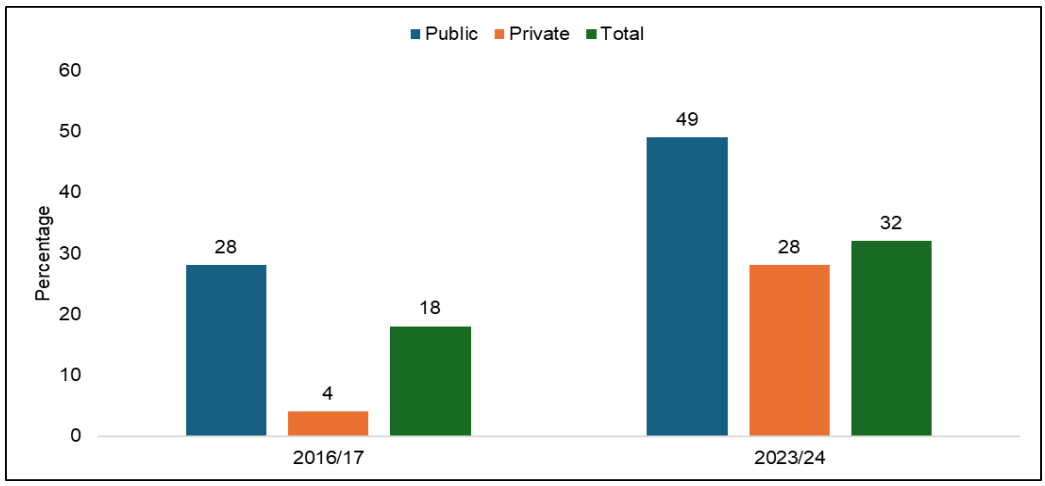
Figure 4.8b: Proportion of Formal Establishments that practice Any Form Of Preferential Treatment Based On the Sex of the employee by ownership, 2016/17 and 2023-24 (Percentage)



4.4 Disability Policy

The 2006 National Policy on Disability in Uganda highlights the need to create a conducive environment for participation of Persons with Disabilities (PWDs). Overall, availability of disability policy increased from 18 percent in 2016/17 to 32 percent in 2023. In 2023, more public employers (49%) reported availability of Disability Policy compared to private employers (28%) **(Figure 4.9).**

Figure 4.9: Availability of a Disability Policy at the Workplace by Sector for 2016/17 and 2023-24 (Percentage)

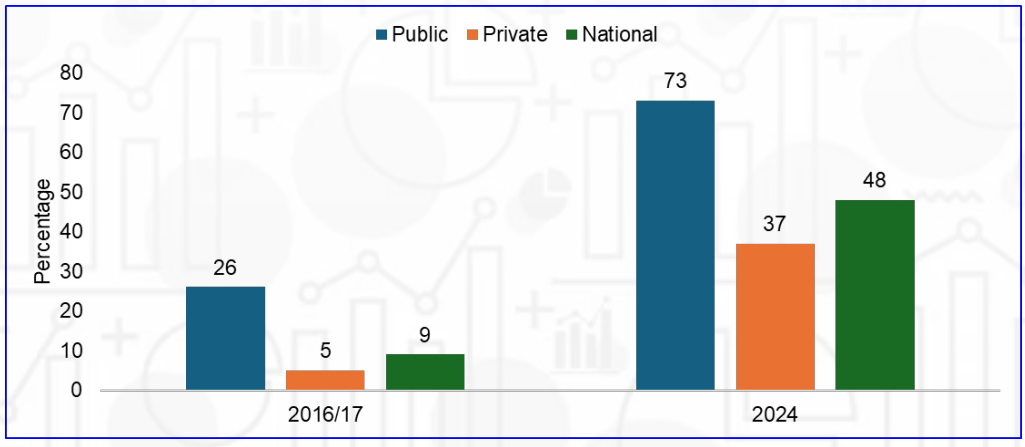


4.5 HIV/AIDS Policy

The 2003 National Policy on HIV/AIDS and the work world provides guidelines for employers, workers, and the Government on prevention, management, as well as mitigation of the impact of HIV/AIDS within workplaces. The employers were asked about the availability of HIV/AIDS policy at their workplace.

Figure 4.10 shows existence of HIV/AIDS Policy at a workplace by ownership for the years 2016/17 and 2023. Overall, the proportion of employers who reported that an HIV policy was available at their workplace increased from 9 percent in 2016/17 to 48 percent in 2023. The public employers reported higher proportion (73%) than private employers (37%) in 2023.

Figure 4.10: Existence of HIV/AIDS Policy at the Workplace by ownership for the years 2016/17 and 2023-24 (Percentage)

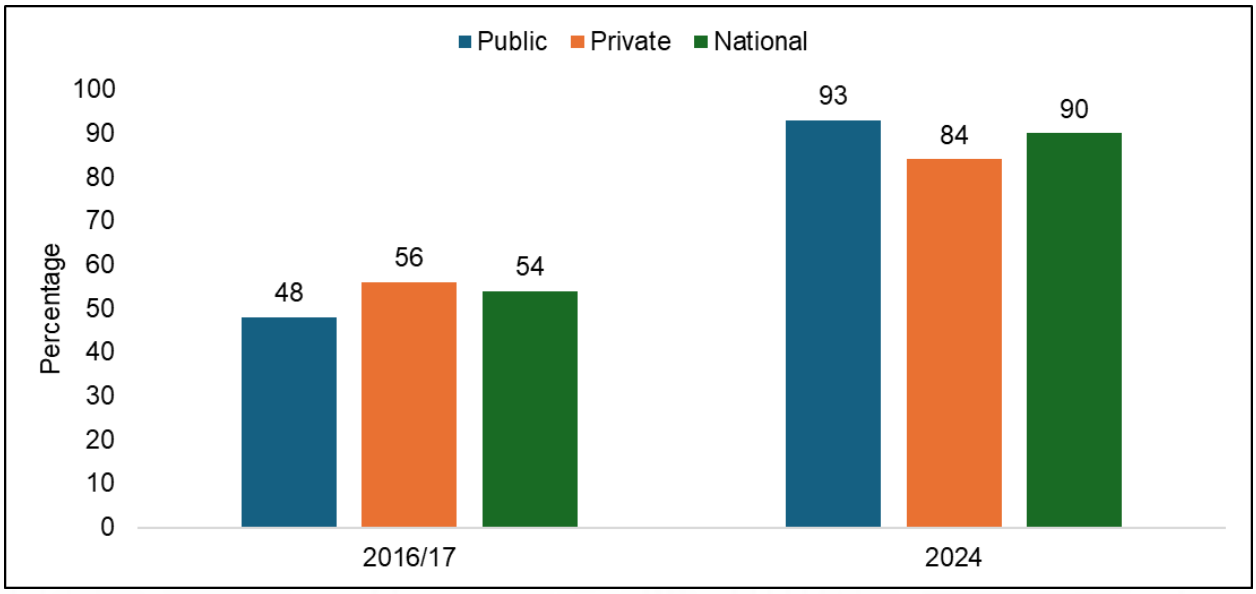


4.6 Use of Information and Communication Technology (ICT)

The NDP IV considers ICT as a sector with huge potential to improve national productivity by making Government and business enterprises more efficient, effective, and globally competitive.

The ICT use increased from 54 percent in 2016/17 to 90 percent in 2023. The public establishments recorded an increase from 48 percent to 93 percent, while private establishments increased from 56 percent to 84 percent (**Figure 4.11).**

Figure 4.11: Use of Information and Communication Technology (ICT) by ownership of organization for the years 2016/17 and 2023-24 (Percentage).



4.7 Membership to labour unions and Professional Associations

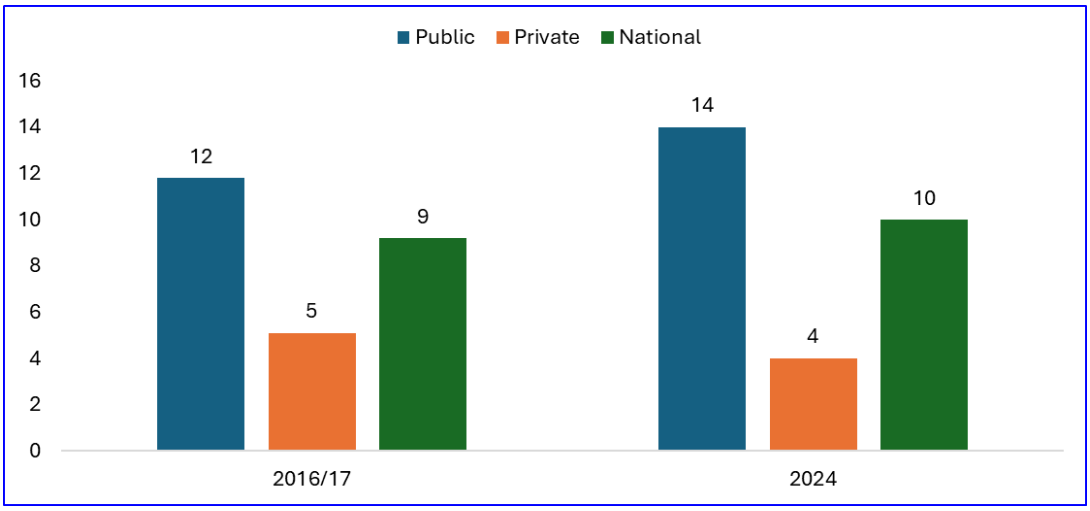
4.7.1 Membership to labour unions

The Uganda Labour Union Act, 2006 provides for employees to have the right to organize themselves in any labour union and may assist in the running of the labour union, bargaining collectively through a representative of their own choice, and withdraw their labour and take industrial action among others.

Figure 4.12 shows the proportion of employees who had membership to labour unions for 2016/17 and 2023. Overall, union membership increased from 9 percent in 2016/17 to 10 percent in 2023.

Union membership in public establishments was higher than in private establishments across both periods. In 2016/17, public sector membership stood at 12 percent compared to 5 percent in the private sector. By 2023, public sector membership increased to 14 percent while private sector membership decreased to 4 percent **(Figure 4.12)**.

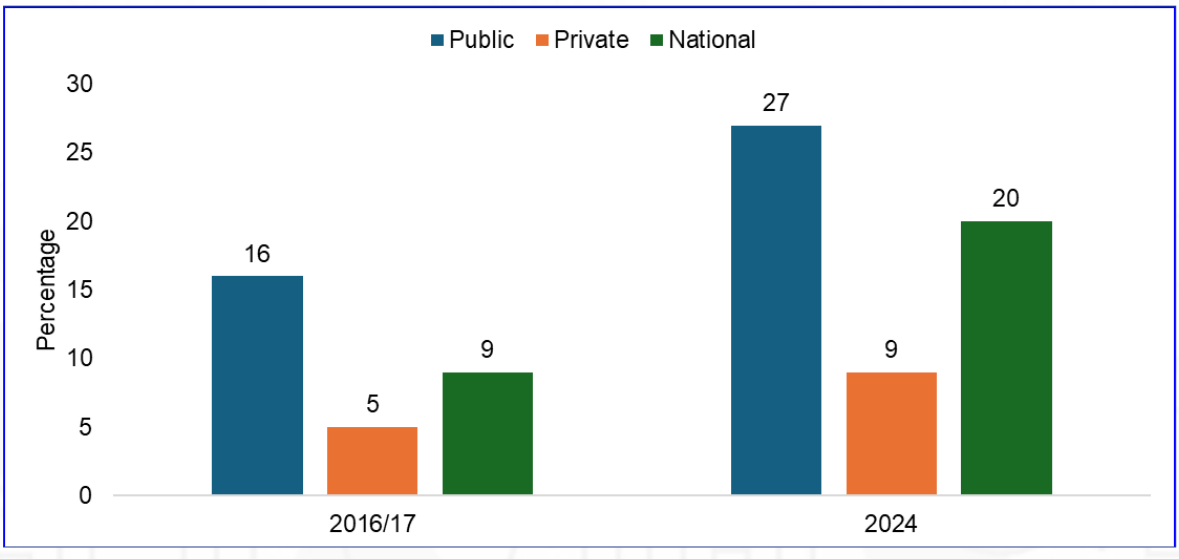
Figure 4.12: Status of the Labour Union membership reported by the employees for 2016/17 and 2023-24 (Percentage)



4.7.2 Membership to Professional Associations

The survey asked questions about whether the employees belonged to any professional association. Overall, membership to Professional Associations increased from 9 percent in 2016/17 to 20 percent in 2023. The public institutions had more employees (27%) with membership to Professional Associations compared to private establishments (9%) by 2023 **(Figure 4.13).**

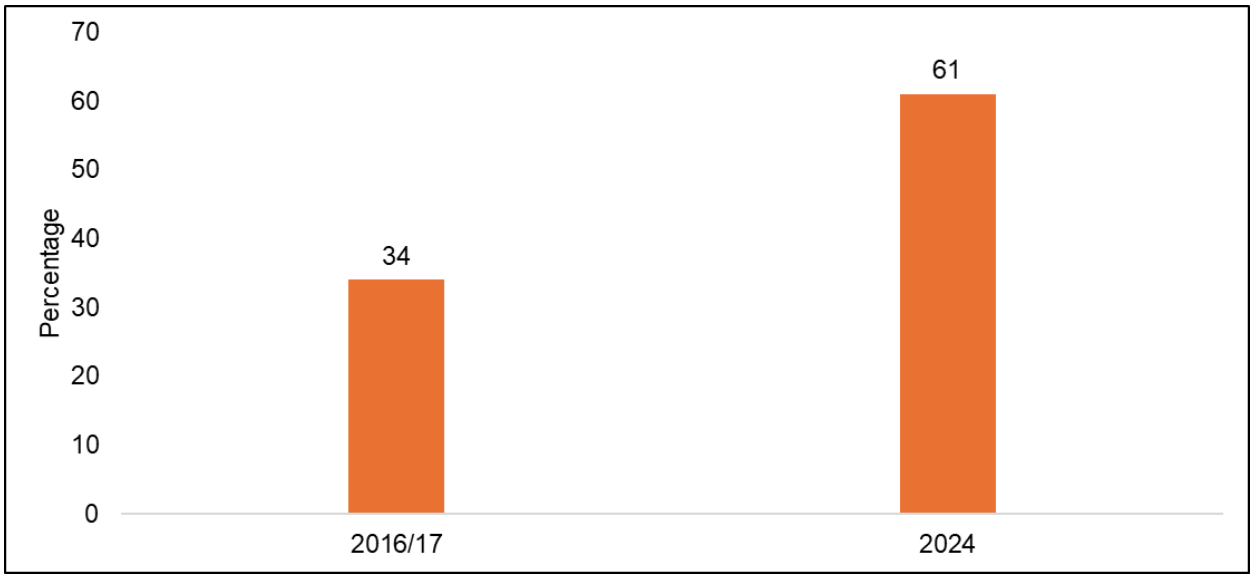
Figure 4.13: Employees who had membership to Professional Associations in 2016/17 and 2023 (Percentage)



4.8 Employer Contribution to NSSF

The National Social Security Fund (NSSF) Act, Cap. 222, (as amended in 2021) provides for mandatory contributions by all workers, regardless of the size of the enterprise or number of employees. The proportion of employees in formal private establishments contributing to NSSF increased from 34 percent in 2016/17 to 61 percent in 2023 **(Figure 4.14**).

Figure 4.14: Formal private employers contributing to NSSF in 2016/17 and 2023-24 (Percentage)



List of Tables

For more information regarding workplace environment, see Tables 4.1 and 4.2

- **Table 4.1**: Dangers which may be faced at workplace as Informed by Employers by sector and Main Activity, 2023
- **Table 4.2**: Employees that reported existence of workplace accidents and Injuries by sex and type (Percentage)

Table 4.1: Dangers which may be faced at workplace as Informed by Employers by sector and Main Activity, 2023 (Percentage)

Occupation category	Mechanical (Moving parts of machinery)	excessive heat	Slippery floors	Physical assault	Falling objects	Moving vehicles at the workplace	Fatigue	chemical substances	Ergonomic (work postures, and lifting and loading)	Other
Sex										
Male	12.0	12.3	12.0	6.2	8.3	7.9	16.3	4.2	8.9	11.8
Female	13.3	14.9	14.4	5.4	4.3	4.7	14.8	8.1	9.0	11.0
Ownership										
Public	8.9	6.8	11.8	8.9	5.4	6.1	14.6	4.1	12.5	20.9
Private	14.2	16.3	13.5	4.5	7.5	6.9	16.3	6.4	7.2	7.1
Overall	**12.5**	**13.3**	**12.9**	**5.9**	**6.8**	**6.7**	**15.8**	**5.7**	**8.9**	**11.5**

Table 4.2: **Employees that reported existence of workplace accidents and Injuries by sex and type (Percentage)**

Workplace accidents & Injuries	Overall		
	Male	Female	Total
Type of Reported Workplace accidents			
Slips	18.6	19.6	19.0
Falls	26.7	26.0	26.4
Hit by falling objects	1.7	1.2	1.5
Hit by objects lifted by crane	0.4	0.4	0.4
Pierced by sharp tools	5.1	3.5	4.5
Needle	2.6	2.5	2.6
Burns	3.7	3.8	3.8
Other	41.3	42.9	41.9
Type of Reported Workplace injury			
Bruises/Superficial Injuries	34.0	34.7	34.2
Fractures	5.1	4.3	4.8
Body Wounds	21.7	15.5	19.4
Burns	2.9	2.7	2.8
Dislocations	0.9	0.8	0.8
Sprains	1.0	1.6	1.3
Other	34.4	40.4	36.6
Total	100	100	100.0

05
EMPLOYMENT IN INFORMAL NON-HOUSEHOLD ESTABLISHMENTS

Key Findings

3,771,893 females **3,411,521 males**

The informal Non-Household Establishments employ a total of 7,183,414 people

49.8%

The informal establishments employ 3,580,119 (49.8%) adults aged 18–30.

46.8%

Primary education is the highest level for about 46.8% of the employees in the informal establishments.

5.1 Employment in Informal Non-Household Establishments by selected characteristics

This section presents statistics on employment in informal establishments in 2023, disaggregated by status in employment. It summarizes responses from individuals working in the informal sector, classified by selected background characteristics, sex, age, and level of education.

The informal Non-Household Establishments comprises units engaged in the production of goods or services with the primary objective of generating employment and income for the persons concerned. These establishments are typically small-scale and operate without registration with the Uganda Registration Services Bureau (URSB) or the Uganda Revenue Authority (URA) for tax purposes.

5.1.1 Employment in informal Non-Household Establishments by status of Employment

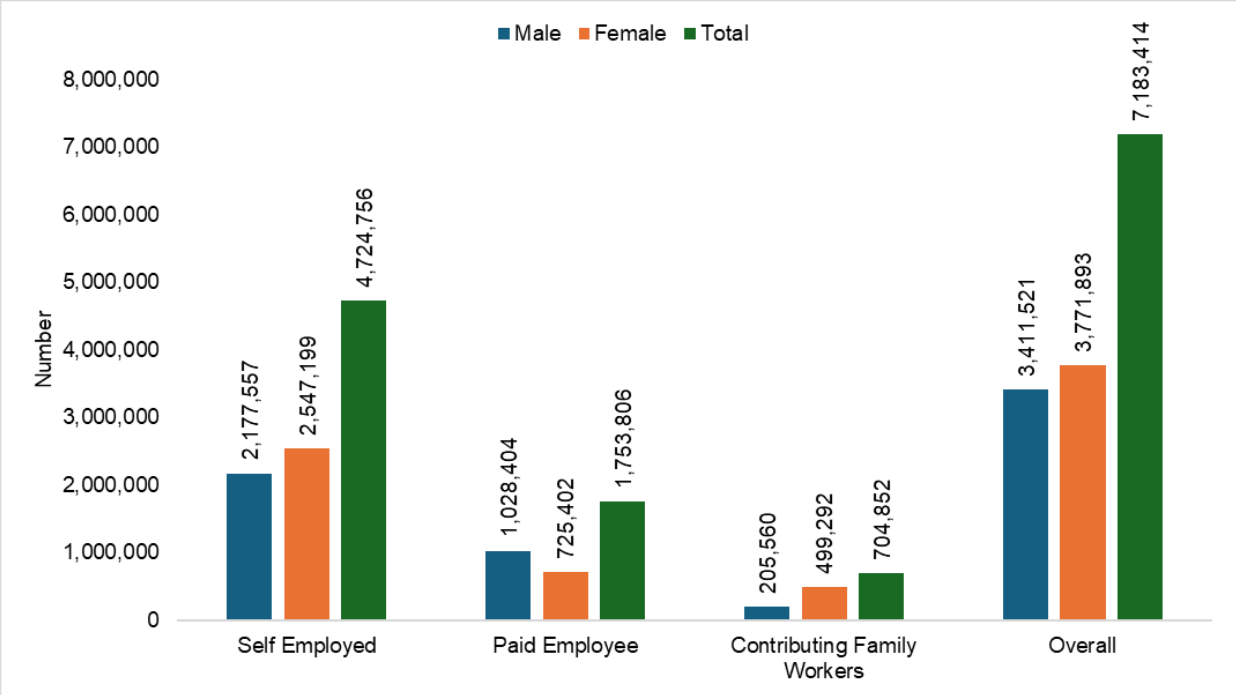
Figure 5.1 presents the distribution of employees working within informal non-household establishments, categorized by their status of employment. The survey recorded a total of 7,183,414 persons employed in the informal sector. Self-employment was the most common status, accounting for 4,724,756 employees, followed by paid employees (1,753,806) and contributing family workers (704,852). Among female employees, 2,547,199 were self-employed and 499,292 were contributing family workers, while 725,402 worked as paid employees. Males were 2,177,557 employees in self-employment, 205,560 as contributing family workers, and 1,028,404 as paid employees.

Employment status varied by age group. The 31–59 age group had 2,808,170 self-employed persons, 206,579 persons as paid employees and 215,558 persons as contributing family workers. The 18–30 age group comprised of 1,758,906 persons as self-employed individuals, 1,441,838 paid employees, and 379,375 contributing family workers. For those under 18 years, the figures were 11,844 self-employed, 102,557 paid employees, and 106,047 contributing family workers. The 60+ age group consisted of 145,836 self-employed persons, 2,832 paid employees, and 3,872 contributing family workers.

Across education levels, the Primary category recorded 2,034,419 self-employed, 911,458 paid employees, and 418,263 contributing family workers. Those with Secondary education totaled to 1,730,428 self-employed, 563,799 paid employees, and 219,951 contributing family workers. The Tertiary group included 598,974 self-employed, 207,726 paid employees, and 53,590 contributing family workers, while the No education group had 360,935 self-employed, 70,823 paid employees, and 13,048 contributing family workers.

Regionally, the Central region reported 2,800,427 self-employed, 864,234 paid employees, and 416,159 contributing family workers. The Western region had 854,074 self-employed, 242,940 paid employees, and 130,608 contributing family workers. The Eastern region recorded 753,459 self-employed, 430,427 paid employees, and 84,829 contributing family workers. The Northern region listed 316,796 self-employed, 216,205 paid employees, and 73,256 contributing family workers. **(Figure 5.1 and Table 5.1).**

Figure 5.1: Number of Employees in Informal Non-Household Establishments by Status of Employment and Sex



5.1.2 Employment in informal Non-Household Establishments by sex, age and Level of Education

The survey recorded a total of 7,183,414 persons employed in the informal sector of which 3,411,521 males and 3,771,893 females. In terms of age distribution, the 18–30 age group was the largest, with 3,580,119 individuals (1,764,890 males and 1,815,229 females). This was followed by the 31–59 age group, which accounted for 3,230,307 employees (1,432,166 males and 1,798,141 females). The age group below 18 years had 220,448 persons (123,283 males and 97,165 females), while those aged 60 and above numbered 152,540 (91,182 males and 61,358 females).

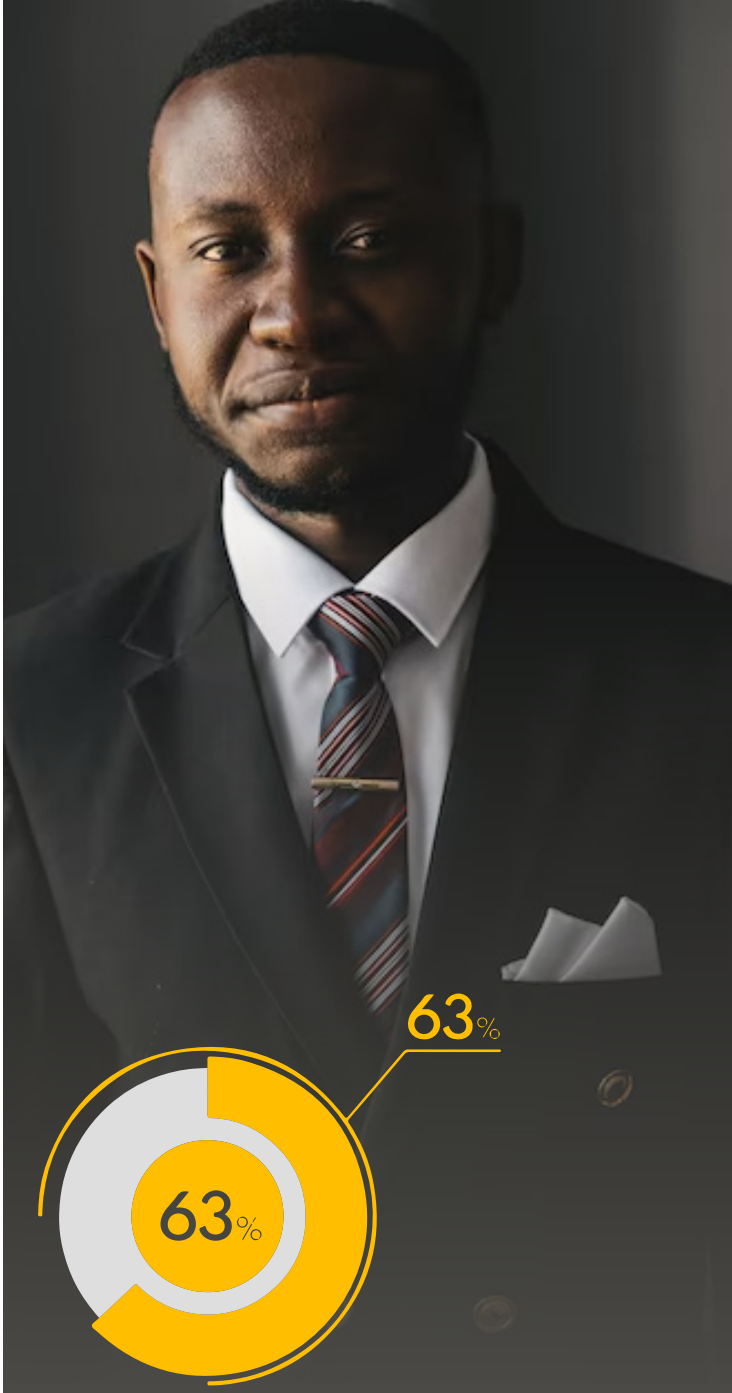
Regarding educational attainment, the highest number of employees held Primary education, totaling 3,364,140 (1,658,050 males and 1,706,090 females). Employees with Secondary education numbered 2,514,178 (1,182,691 males and 1,331,487 females). Those with Tertiary education accounted for 860,290 individuals (405,358 males and 454,932 females), while employees with No formal education totaled 444,806 (165,422 males and 279,384 females). Female employees outnumbered male employees across all education levels.

Geographically, the Central region hosted the largest workforce with 4,080,820 employees (1,786,310 males and 2,294,510 females). The Western region followed with 1,227,622 employees (538,467 males and 689,155 females), and the Eastern region had 1,268,715 employees (743,154 males and 525,561 females). The Northern region recorded the lowest total with 606,257 employees (343,590 males and 262,667 females) **(Table 5.2).**

5.2 Characteristics of owners of Informal Non-Household Establishments

Analysis of the ownership structure revealed that female owners constituted the majority of the informal sector in Uganda, accounting for 54 percent of all establishments, compared to 46 percent for males. The sector was dominated by individuals aged 31–59 years, who represented 63 percent of owners, followed by the 18–30 age group at 34 percent. Regarding educational attainment, most owners had completed Primary (38%) or Secondary (39%) schooling. However, a gender disparity exists male owners were more likely to hold tertiary qualifications (20% vs. 14%), while female owners reported higher rates of having no formal education

(Table 5.3).



The Informal Non-Household Establishments sector was dominated by individuals aged 31–59 years, who represented 63 percent of owners,

List of Tables

For more information on Informal Non-Household Establishments and Employment in Informal Non-Household Establishments

- **Table 5.1**: Employment in Informal Non-Household Establishments by background characteristics, 2024
- **Table 5.2**: Employment in Informal Non-Household Establishments by sex, age, and level of education, 2024
- **Table 5.3**: Distribution of owners of Informal Non-Household Establishments by background characteristics, 2024 (Percentage)

Table 5.1: Employment in Informal Non-Household Establishments by background characteristics, 2024

Background Characteristics	Self Employed	Paid Employee	Contributing Family Workers	Overall
Sex				
Male	2,177,557	1,028,404	205,560	3,411,521
Female	2,547,199	725,402	499,292	3,771,893
Age Group				
<18	11,844	102,557	106,047	220,448
18-30	1,758,906	1,441,838	379,375	3,580,119
31-59	2,808,170	206,579	215,558	3,230,307
60+	145,836	2,832	3,872	152,540
Level of Education				
No education	360,935	70,823	13,048	444,806
Primary	2,034,419	911,458	418,263	3,364,140
Secondary	1,730,428	563,799	219,951	2,514,178
Tertiary	598,974	207,726	53,590	860,290
Region				
Central	2,800,427	864,234	416,159	4,080,820
Eastern	753,459	430,427	84,829	1,268,715
Northern	316,796	216,205	73,256	606,257
Western	854,074	242,940	130,608	1,227,622
Total	**4,724,756**	**1,753,806**	**704,852**	**7,183,414**

Table 5.2: Employment in Informal Non-Household Establishments by sex, age, and level of education, 2024

	Male	Female	Total
Age group			
<18	123,283	97,165	220,448
18-30	1,764,890	1,815,229	3,580,119
31-59	1,432,166	1,798,141	3,230,307
60+	91,182	61,358	152,540
Education level			
No education	165,422	279,384	444,806
Primary	1,658,050	1,706,090	3,364,140
Secondary	1,182,691	1,331,487	2,514,178
Tertiary	405,358	454,932	860,290
Region			
Central	1,786,310	2,294,510	4,080,820
Eastern	743,154	525,561	1,268,715
Northern	343,590	262,667	606,257
Western	538,467	689,155	1,227,622
Total	3,411,521	3,771,893	7,183,414

Table 5.3: Distribution of owners of Informal Non-Household Establishments by background characteristics, 2024 (Percentage)

Background Characteristics	Sex of Owner		
	Female	Male	Uganda
Age group of owners			
<18	0.1	0.1	0.1
18-30	35.2	31.8	33.7
31-59	62.1	63	62.5
60+	2.6	5.1	3.7
Owners' education level			
No Education	7.7	4.9	6.4
Primary	40.5	35.7	38.3
Secondary	37.8	39.6	38.6
Tertiary	13.9	19.7	16.6
Region			
Central	60.3	50.2	55.7
Eastern	16.5	22.1	19
Northern	5.2	9.4	7.1
Western	18.1	18.3	18.2
Overall	**54.1**	**45.9**	**100**

06
APPENDICES

6.1 Appendix I: Sampling Errors

Survey findings are usually estimates based on a sample selected using appropriate sample designs. Estimates are affected by two types of errors: sampling and non-sampling errors. Non- Sampling errors result from wrong interpretation of results; mistakes in recording of responses, definitional problems, improper recording of data, etc. and are mainly committed during the implementation of the survey. Sampling errors, on the other hand, arise because observations are based on only one of the many samples that could have been selected from the same population using the same design and expected size. Sampling errors are a measure of the variability between all possible samples. Sampling errors are usually measured using Standard Errors (SE). A SE is the square root of the variance and can be used to calculate confidence intervals for the various estimates. In addition, sometimes it is appropriate to measure the relative errors of some of the variables and the Coefficient of Variation (CV) is one such measure. It is the quotient of the SE divided by the value of the variable of interest. The SE and CVs were computed using Statistical Analysis Software (STATA) and they each take into account the multi-stage nature of the survey design. The results below indicate the SE and CVs computed for the selected variables in the report.

Table 6.1A: Proportion of employment in informal sector by status and region, 2023

	[95% Confidence Interval				
	Proportion	std. err	Lower	Upper	CV (%)
Central					
Self Employed	0.688	0.018	0.651	0.722	2.612
Paid Employee	0.210	0.039	0.143	0.298	18.783
Contributing to family workers	0.102	0.024	0.063	0.161	23.811
Eastern					
Self Employed	0.676	0.031	0.612	0.734	4.618
Paid Employee	0.248	0.023	0.205	0.296	9.285
Contributing to family workers	0.076	0.020	0.045	0.126	26.446
Northern					
Self Employed	0.523	0.032	0.281	0.440	6.190
Paid Employee	0.357	0.041	0.459	0.585	11.372
Contributing to family workers	0.121	0.015	0.094	0.155	12.765
Western					
Self Employed	0.698	0.014	0.669	0.725	2.056
Paid Employee	0.196	0.017	0.165	0.230	8.461
Contributing to family workers	0.107	0.008	0.092	0.124	7.551

Table 6.2A: Proportion of employment in formal sector by industry, 2023

Sector	Proportion	std. err	[95% conf. interval]		CV (%)
Agriculture, forestry and fishing	0.026	0.008	0.014	0.047	30.213
Mining and quarrying	0.001	0.000	0.001	0.002	31.755
Manufacturing	0.061	0.014	0.038	0.096	23.620
Electricity, gas, steam and air conditioning supply	0.007	0.003	0.003	0.017	44.717
Water supply; sewage, waste management and remediation activities	0.004	0.001	0.002	0.007	34.632
Construction	0.028	0.008	0.015	0.050	30.035
Wholesale and retail trade; repair of motor vehicles and motorcycles	0.027	0.006	0.018	0.042	21.922
Transportation and storage	0.012	0.004	0.006	0.025	35.649
Accommodation and food service activities	0.032	0.008	0.020	0.051	24.476
Information and communication	0.016	0.003	0.010	0.024	21.564
Financial and insurance activities	0.036	0.009	0.022	0.059	24.628
Real estate activities	0.000	0.000	0.000	0.001	32.750
Professional, scientific and technical activities	0.025	0.006	0.016	0.040	23.999
Administrative and support service activities	0.043	0.009	0.029	0.064	20.397
Public administration and defense; compulsory social security	0.128	0.028	0.082	0.194	22.196
Education	0.415	0.050	0.321	0.516	12.076
Human health and social work activities	0.112	0.023	0.073	0.166	20.916
Arts, entertainment and recreation	0.004	0.001	0.002	0.007	32.742
Other service activities	0.021	0.004	0.013	0.031	21.836
Activities of households as employers; undifferentiated goods- and services.	0.001	0.000	0.000	0.001	35.719

6.2 Appendix II: Persons involved in the 2023-24 National Human Resource Survey

Uganda Bureau of Statistics (UBOS) Survey Management

Chris N. Mukiza (PhD) Executive Director
Vincent F. Ssennono (PhD), Deputy Executive Director
Thomas Rutaro, Director, Methodology and Statistical Coordination Services
Hellen N. Nviri, Director, Demography & Social Statistics
Ronald Ssombwe, Head of Department, Methodology and Projects
Sharon Apio, Head of Department, Demography and Social Statistics
Mulindwa M. Matovu, Head of department, Risk Management and Compliance

Sampling Design

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Faith Ahuriria	Kenneth Bateesa	Nicholas Rukundo
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Ebine George -NCHE
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Data Management and Processing Team

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Lawrence Mugula,
Simon Kyewalyanga,
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Kagumya Innocent	Kyasiimire Sumayya	Namayanja Rose	Oumo Hillary
Katali Christine	Mbabazi Diannah	Ndugga John	Ssebuufu Bashir
Kavuma Patrick	Mugarura Brian	Oloya Donald	Ssemanda Martin
Uwizeye Blair	Turyatunga Hillary		

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Abigaba Gracious	Kabagambe Martin	Kiyombo Kenneth	Nantume Jalia
Achidri Timothy	Kakanyero Ronald	Kyomugisha Hellen	Nanziri Brenda
Agaba Catherine	Kalema Derick	Kyoshabire Suzan	Ndagire Esther
Ainomugisha Collins	Kamara Rhita	Longok Mirca	Ndyamuhaki Laban
Ajoya Nadia	Kanyike Benard	Mpeirweneema Yvonne	Ngozi Stephen
Amanya German	Katagwa Joanita	Mugitaba Matovu	Niringiye Jotham
Anguyo Moses	Kato Charles	Muhima Sharma	Niwagaba Joshua
Ankunda Brennan	Kawule Stuart	Muhumuza Nicholas	Nomuntu Marion
Arineitwe Julius	Kaitesi Jackline Jasmine	Mutaasa Noah	Nyegenye Simon
Baluku Jockus	Kaziba Alex	Mwebaze Onesmas	Odari Innocent
Basomyi Marie	Kaziba Yowasi	Nabukomeko Anneemary	Odeke James
Bazaale Jerry	Kazini Andrew Rugasira	Nagawa Sandrah	Odelok Paschal
Binen Alfred	Kemigisha Moreen	Nagayi Aisha	Okello Andrew
Birungi Sarah	Kesiime Jacent	Nakanwagi Catherine	Okongo Jerefancio

Busingye Peter Kwame	Kiiza Innocent Byabashaija	Nalubega Noeline	Onen Emmanuel
Candia James	Kikubuko Shinah	Namoma Andrew	Onyango John
Gizamba Derrick	Kintu Kennedy	Namufuta Hopeline	Oorodriyo Harriet
Iranya Denis	Kiyemba Mark	Nanteza Hashura	Orishaba Desire
Otimongo Ambrose	Sseguya Thomas	Ssombwe Joy	Tumwebaze Antony
Otukei John Robert	Ssempebwa Nsubuga Ahmed	Tambiti Stephen	Tumwesigye Stuart
Ruva Edmond Raphael	Ssengonzi Julius	Tendo Agatha	Turinawe Delfino
Turuma Mildred	Tusiime Scovia	Wamala George William	Welikhe Boaz
Turyatunga Javilla	Tuwape Juliet Ajua	Wansa Daphine	

Listers

Ariho Grace	Isabirye Joseph	Nanyiri Benard	Tom Anguzu
Atweta Abdulwahabu	Kibirige Peter	Ngwen Fred	Tugume Evas
Atwiine Frank	Kuteesa Micheal	Nshemeire Vera	Kiyengo Raymond
Ayebale Joshua	Lufanana Kiyingi Samuel	Nshemerairwe Immaculate	Tumukunde Vicent
Ayenyo Ritah	Maureen Mbabazi	Obilo Samuel	Ssombwe Joy
Businge Jonnes	Mpabwa Kamoga Moses	Opio Emmanuel	Gavath Ahereza
Cosmas Onzima	Mubiru Kenny	Oule Brian	Nansimbi Justine
Dungu Ruth	Nabwire Wandera Stella	Rashid Kigozi	Sambula Esther
Aanyu Betty	Amunyir Jacinta Mukalu	Biyinzika Daniel	Ndinawe Doreen
Aenga Emmanuel	Asio Esther	Dratre Josephson Jean	Ninsiima Arthur
Nuwagaba Hellena	Nyapendi Veronica	Okia Xavier	Owiny Innocent
Ssenkooto James	Turyaguma Fred		

6.3 Appendix III: Questionnaires

	UGANDA BUREAU OF STATISTICS	THE REPUBLIC OF UGANDA

NATIONAL HUMAN RESOURCE SURVEY 2024

EMPLOYER QUESTIONNAIRE

SECTION 1A: IDENTIFICATION PARTICULARS

1. DISTRICT/CITY :				
2.COUNTY/MUNICIPALITY :				
3. SUBCOUNTY/ TOWN COUNCIL/DIVISION :				
4.PARISH/TOWN BOARD/ WARD :				
5. VILLAGE/CELL/LC				
6.STREET/ROAD:				
7. PLOT NUMBER:				
8.NAME OF ESTABLISHMENT:				
9. GPS COORDINATES - Latitudes/Eastings				
10. GPS COORDINATES - Longitudes/Northings				
11. UBID CODE				
12. ESTABLISHMENT CONTACT:	a) Tel Contact :			
	b) Office Email:			
13. CONTACT PERSONS :	**Person 1**	**Person 2**		
a) Name:				
b) Title/position :				
c) Mobile Telephone :				
c) Email:				

THIS SURVEY IS BEING CONDUCTED BY THE UGANDA BUREAU OF STATISTICS UNDER THE AUTHORITY OF THE UGANDA BUREAU OF STATISTICS ACT, 1998=

INTRODUCTION AND PURPOSE OF NATIONAL HUMAN RESOURCE SURVEY

Dear Sir/Madam,

My name is _____, I work with Uganda Bureau of Statistics (UBOS). We are collecting data for the National Human Resource Survey 2024.

Purpose of the Inquiry

This inquiry will provide vital information on the characteristics of Uganda's past, current, potential and projected workforce for update of the Human Resource database for evidence-based policy formulation, planning and future research.

Authority

The information is collected under the provisions of the **Uganda Bureau of Statistics Act, 1998**. You are requested to complete this form and return to the Bureau as soon as possible. Your cooperation is requested and highly appreciated.

Confidentiality

The information provided on this form will remain **strictly confidential** to the Uganda Bureau of Statistics. It will not be made available to any other person or agency. However, the results of the Inquiry will be shared in aggregate form which will not make it possible for users to infer any information about individual establishment.

Requirements

The ***Chief Executive Officer*** or a designated representative shall provide responses to the questionnaire. Much of the information required for this survey can be obtained from your Human Resource records for the the period 2018-2023.

Feedback

Survey results will be disseminated in a national workshop and subsequently posted on the UBOS website: www.ubos.org by the end of September 2024.

Your Faithfully,

Chris N. Mukiza (PhD)

EXECUTIVEDIRECTOR

Please

help us monitor and plan for Human Capital Development in Uganda

This questionnaire contains technical terms which are explained in the corresponding manual of instructions. Our interviewers are available for guidance on how to complete this questionnaire.**For further information, Contact:**

The Head of Department,	**The Head of Department,**	**The Principal Statistician,**	**The Principal Statistician,**
Demography and Social Statistics	Methodology and Project	Methodology and Project	Labour and Social Statistics
Vincent F. Ssennono (PhD)	**Ronald Ssombwe**	**Muminu Matovu Mulindwa**	**Sharon Apio Basala**
Tel: 0773-312-792	Tel: 0775-226-754	Tel: 0702-640-099	Tel: 0782-770-851

SECTION A. ESTABLISHMENT INFORMATION

What type is your establishment? 1= Public/ Government 2= Private	What is the legal ownership of this establishment? (Record the appropriate Code) **Public/Government** 10 = General Gov't (Central/Local) 11 = Public Corporation 12 = Parastatal/Agency **Private** 13=Sole Proprietorship 14=Partnership 15=Limited Liability Company (LTD) 16= Public Limited Company (PLT) 17=Limited by guarantee 18=Limited by both share and guarantee 19= Cooperative unions/ Societies/SACCOs 20 = NGO/CSO/CBO 21=Religious Organization 22=Inter-Govt agency (International eg UNFPA, USAID) **FOR CODES 10-12, 21 and 22>> M1:A011**	In which year did the establishment start operating? (Record YYYY)	What is the current number of Owners of this establishment by **nationality**?	What is the current number of Owners of this establishment by **sex?**	Does your establishment have a trading license? 1= Yes 2= No>>	Does your establishment pay any of the following taxes? A=Value Added Tax (VAT) B=Pay As You Earn (PAYE) C=Income Tax D=Other (specify) 1=Yes 2=No	What is the MAIN goods and services produced or what are the activities performed in your establishment? (Please record detailed description of activity)	Do you have any branch office(s) or branch outlets for your products/ services? 1= Yes 2= No
M1:A010	**M1:A011b**	**M1:A011a**	**M1:A012**	**M1:A013**	**M1:A014**	**M1:A015**	**M1:A011**	**M1:A040**
		Y Y Y Y	**Ugandans** | **Non Ugandans (specify nationality)**	**M** | **F**			**Description**	**Code** | **Number**
			M | **F** | **Nationality** | **M** | **F**			**A** | **B** | **C** | **D**	**ISIC Code**	

SECTION B1 PART M3:B010: STAFFING PROFILE AND LABOUR TURNOVER

Cate-gory of staff List the job title	Give a brief description of the task/ duties performed by (job title) in at least two words	ISCO code 4digits	2023 Jan-Dec										2022 Jan-Dec										2021 Jan-Dec									
			TOTAL NUMBER OF POSITIONS		EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT (excluding regular transfer)		TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES		TOTAL NUMBER OF STAFF BY NATIONALITY				TOTAL NUMBER OF POSITIONS		EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT (excluding regular transfer)		TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES		TOTAL NUMBER OF STAFF BY NATIONALITY				TOTAL NUMBER OF POSITIONS		EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT (excluding regular transfer)		TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES		TOTAL NUMBER OF STAFF BY NATIONALITY			
									Ugandan		Non-Ugandsn (specify Country)								Ugandan		Non-Ugandsn (specify Country)								Ugandan		Non-Ugandsn (specify Country)	
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
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SECTION B1 PART M3:B010:. STAFFING PROFILE AND LABOUR TURNOVER .....CONTINUED

Category of staff List the job title	Give a brief description of the task/ duties performed by (job title) in at least two words	ISCO code 4digits	2020 Jan-Dec										2019 Jan-Dec										2018 Jan-Dec									
			TOTAL NUMBER OF POSITIONS		EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT (excluding regular transfer)		TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES		TOTAL NUMBER OF STAFF BY NATIONALITY				TOTAL NUMBER OF POSITIONS		EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT (excluding regular transfer)		TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES		TOTAL NUMBER OF STAFF BY NATIONALITY				TOTAL NUMBER OF POSITIONS		EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT (excluding regular transfer)		TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES		TOTAL NUMBER OF STAFF BY NATIONALITY			
						Ugandan		Non-Ugandsn (specify Country)						Ugandan		Non-Ugandsn (specify Country)				Ugandan				Non-Ugandan (specify Country)							
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
CAPI to pick from col 11-13			14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
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SECTION B1 PART M3:B020:. STAFFING PROFILE AND LABOUR TURNOVER .....CONTINUED

Were any **EXISTING** job titles/posts in this Organisation from (PREVIOUS YEAR) to (CURRENT YEAR) laid-off/ dropped? **1=Yes** **2=No>> M3:B030 COL44**	**List the job titles to be laid-off.**	**Give a brief description of the tasks/duties for each laid-off/ dropped job title in at least two words**	**ISCO CODE** **4digit**	How many such employees were dropped/laid-off in **[YEAR]** and what was the MAIN reason of the drop/lay-off? **Reasons** 10= Restructuring 12= Change in technology 13= Attrition/staff left 14= Budget constraint 15= Impact of Covid-19 96 = Other (specify) **[Write No. of employees and code of reason. If '96' for Others, write brief reason]**									
				2019		2020		2021		2022		2023	
				No.	Reason	No.	Reason	No.	Reason	No.	Reason	No.	Reason
(44)	**(45)**	**(46)**	**(47)**	**(48)**	**(49)**	**(50)**	**(51)**	**(52)**	**(53)**	**(54)**	**(55)**	**(56)**	**(57)**
	1												
	2												
	‘’												
	96												

SECTION B1 PART M3:B030:. STAFFING PROFILE AND LABOUR TURNOVER .....CONTINUED

Were any job titles/posts in this Organisation from (PREVIOUS YEAR) to (CURRENT YEAR) added/ created? **1=Yes** **2=No>>** **SECTION B2: PART M1:B010**	**List the job titles added/ created.**	**Give a brief description of the tasks/duties for each added/ created job title in at least two words**	**ISCO CODE** **4digit**	How many such posts were added in **[YEAR]** and what was the MAIN reason of the addition? **Reasons** 11= Expansion 12= Change in technology 13= Attrition/staff left 14= Budget constraint 15= Impact of Covid-19 96 = Other (specify) **[Write No. of employees and code of reason. If '96' for Others, write brief reason]**									
				2019		2020		2021		2022		2023	
				No.	Reason	No.	Reason	No.	Reason	No.	Reason	No.	Reason
(44)	**(45)**	**(46)**	**(47)**	**(48)**	**(49)**	**(50)**	**(51)**	**(52)**	**(53)**	**(54)**	**(55)**	**(56)**	**(57)**
	1												
	2												
	‘’												
	96												

SECTION B2: PART M1:B010 WORKLOAD AND SKILLS MATCHING

Please fill in working/operating hours, working days per week and information about number of shifts and their duration by occupation category

Category of staff **List the job title**	**Give a brief description of the task/ duties performed by (job title) in at least two words**	ISCO code 4digits	On average, How many **hours** do employees in this **category** usually work per		On average, How many **days** do employees in this **category usually** work per week for		DAY SHIFTS		NIGHT SHIFTS		What skills are required for employees in this job category? **(Read out and mark 1=Yes, 2=No)** 11= Managerial skills 12= Technical skills 13= Entrepreneurial skills 14= Language skills 15= Customer care 16= Innovativeness / creativity 17= IT skills 18= Didactics / teaching skills 19= Communication skills 20=Physical skills 96= Other (specify)	How many employees do not have the required skill? RECORD NUMBER for YES in col. 9 11= Managerial skills 12= Technical skills 13= Entrepreneurial skills 14= Language skills 15= Customer care 16= Innovativeness / creativity 17= IT skills 18= Didactics / teaching skills 19= Communication skills 20=Physical skills 96= Other (specify)
			Day ?	Night? (if any)	Normal working days ?	Over Time?	How many **shifts** are operated during the day? Record 97=Not Applicable >>(7)	What is the duration of the **day shifts** in hours?	How many **shifts** are operated during the night ? 97=Not Applicable>> **M1:C010**	What is the duration of the **night shifts** in hours?		
			(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	(9)	(10)
CAPI to pick from col 11-13											**11 12 13 14 15 16 17 18 19 20 96**	**11 12 13 14 15 16 17 18 19 20 96**

01												**CAPI TO FLAG FOR YES ONLY**
02												
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96												

SECTION C1 M1:C010: EMPLOYEE CHARACTERISTICS

As at 31st December, how many employees [.....]: ***exclude those who left & transfers.***	**2023**		**2022**		**2021**		**2020**		**2019**		**2018**	
	M	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**
	(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**	**(10)**	**(11)**	**(12)**
1= Were at the headquarters?												
2= Were at the branch offices? (If no branch, record 9997=NA)												
3= Were working full time												
4= Were working part time (not usual number of hours or days)												

SECTION C2 M1:C020: PERMANENT EMPLOYEE CHARACTERISTICS AND VACANT POSTS

Permanent refers to employees whose employment agreement is for an unlimited duration (no end date or time).

Are there any permanent job titles/ category in this establishment? 1=Yes 2=No>> **SECTION C2 M1:C030**	What permanent job titles are available in this Organisation? **CAPI to pick from Col 11-13** 1=Yes 2=No	What is the total number of posts in each category?	What is the minimum education level required? 10= PhD 20 = Masters 30= Post Graduate Diploma 40 = Bachelor's Degree 50 = Diploma 60 = Certificate 96 = Others (specify)	What is the total gross **remuneration** for the permanent employees for the month of DECEMBER 2023 consisting of:		As at 31st December 2023, how many permanent posts (by sex and nationality) were filled by?							How many permanent posts do not have required qualification?	What is the total number of permanent vacant posts? If none, record (00)>> **SECTION C2 M1:C030**	How many fell vacant due to... A=Growth B=Replacement		How long have the posts been vacant? **[IF LESS THAN ONE YEAR RECORD 00]** >> **SECTION C2 M1:C030**	What are the main reasons for posts that have been vacant for <u>one year or more</u>? 11 = Long internal bureaucracy 12 = Lack of local qualified personnel 13 = Low economic activity 14 = Budget constraint 96 = Other (specify) 97 = Not applicable
				Ugandans only?		Non-Ugandans (specify country)?				Total (All permanent employees						Number of years	
				Average Wages & salaries?	Average Allowances?	M	F	**M**	F	M	F						
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**	**(10)**	**(11)**	**(12)**	**(13)**		**(14)**	**(15A)**	**(15B)**	**(16)**	**(17)**
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	03																	
	04																	
	‘’																	
	96																	

SECTION C2 M1:C030: FIXED TERM EMPLOYEE CHARACTERISTICS AND VACANT POSTS

Fixed term refers to employees whose employment agreement is for a period 3 months and above but for a limited duration.

Are there any fixed term job titles/category in this establishment? 1=Yes 2=No>> **SECTION C2 M1:C040**	What fixed term job titles are available in this Organisation? **CAPI to pick from Col 11-13** 1=Yes 2=No	What is the total number of posts in each category?	What is the minimum education level required? 10= PhD 20 = Masters 30= Post Graduate Diploma 40 = Bachelor's Degree 50 = Diploma 60 = Certificate 96 = Others (specify)	What is the total gross **remuneration** for the fixed term employees for the month of DECEMBER 2023 consisting of:		As at 31st December 2023, how many fixed term posts (by sex and nationality) were filled by?						How many fixed term posts do not have required qualification?	What is the total number of fixed term vacant posts? If none, record (00)>> **SECTION C2 M1:C040**	How many fell vacant due to... A=Growth B=Replacement		How long have the posts been vacant? **[IF LESS THAN ONE YEAR RECORD 00] >> SECTION C2 M1:C040**	What are the main reasons for posts that have been vacant for <u>one year or more</u>? 11 = Long internal bureaucracy 12 = Lack of local qualified personnel 13 = Low economic activity 14 = Budget constraint 96 = Other (specify) 97 = Not applicable
					Ugandans only?	Non-Ugandans (specify country)?			Total (All fixed term employees)							Number of years	
				Average Wages & salaries?	Average Allowances?	M	F	**M**	F	M	F						
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**	**(10)**	**(11)**	**(12)**	**(13)**	**(14)**	**(15A)**	**(15B)**	**(16)**	**(17)**
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	04																
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	96																

SECTION C2 M1:C040: SHORT TERM / CASUAL EMPLOYEE CHARACTERISTICS AND VACANT POSTS

Casual / Short term refers to employees whose employment agreement is for a period less than 3 months.

Are there any casual job titles/ category in this establishment? 1=Yes 2=No>> **C2 M1:C050**	What casual job titles are available in this Organisation? **CAPI to pick from Col 11-13** 1=Yes 2=No	What is the total number of posts in each category?	What is the minimum education level required? 10= PhD 20 = Masters 30= Post Graduate Diploma 40 = Bachelor's Degree 50 = Diploma 60 = Certificate 96 = Others (specify)	What is the total gross **remuneration** for the casual employees for the month of DECEMBER 2023 consisting of:		As at 31st December 2023, how many casual posts (by sex and nationality) were filled by?						How many casual posts do not have required qualification?	What is the total number of casual vacant posts? If none, record (00)>> >> **SECTION C2 M1:C050**	How many fell vacant due to... A=Growth B=Replacement		How long have the posts been vacant? **[IF LESS THAN ONE YEAR RECORD 00]** >> **SECTION C2 M1:C050**	What are the main reasons for posts that have been vacant for one year or more? 11 = Long internal bureaucracy 12 = Lack of local qualified personnel 13 = Low economic activity 14 = Budget constraint 96 = Other (specify) 97 = Not applicable
				Ugandans only?	Non-Ugandans (specify country)?				Total (All short term/ casual employees							Number of years	
				Average Wages & salaries?	Average Allowances?	M	F	**M**	F	M	F						
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**	**(10)**	**(11)**	**(12)**	**(13)**	**(14)**	**(15A)**	**(15B)**	**(16)**	**(17)**
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	96																

SECTION C2 M1:C050: PAID APPRENTICES, TRAINEES AND INTERNS CHARACTERISTICS AND VACANT POSTS

Are there any paid apprentices, trainees and interns job titles/ category in this establishment? 1=Yes 2=No>> **SECTION D**	What paid apprentices, trainees and interns job titles are available in this Organisation? **CAPI to pick from Col 11-13** 1=Yes 2=No	What is the total number of posts in each category?	What is the minimum education level required? 10= PhD 20 = Masters 30= Post Graduate Diploma 40 = Bachelor's Degree 50 = Diploma 60 = Certificate 96 = Others (specify)	What is the total gross **remuneration** for the paid apprentices, trainees and interns for the month of DECEMBER 2023 consisting of:		As at 31st December 2023, how many paid apprentices, trainees and interns posts (by sex and nationality) were filled by?						How many paid apprentices, trainees and interns do not have required qualification?	What is the total number of paid apprentices, trainees and interns vacant posts? If none, record (00)>> **SECTION D**	How many fell vacant due to... A=Growth B=Replacement		How long have the posts been vacant? **[IF LESS THAN ONE YEAR RECORD 00]** >> **SECTION D** Number of years	What are the main reasons for posts that have been vacant for <u>one year or more</u>? 11 = Long internal bureaucracy 12 = Lack of local qualified personnel 13 = Low economic activity 14 = Budget constraint 96 = Other (specify) 97 = Not applicable
					Ugandans only?	Non-Ugandans (specify country)?			Total (All paid trainees/ apprenticeship/ interns employees								
				Average Wages & salaries?	Average Allowances?	M	F	**M**	F	M	F						
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**	**(10)**	**(11)**	**(12)**	**(13)**	**(14)**	**(15A)**	**(15B)**	**(16)**	**(17)**
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	02																
	03																
	04																
	''																
	96																

SECTION D. FUTURE HUMAN RESOURCES PROJECTIONS

Part M1:D010: Ask for the number of staff and skills required for future employment (human resource forecast), preference by sex, minimum education required and reasons for the future numbers of employees

Will there be any **NEW/ ADDITIONAL** job titles/ posts/vacancies this Organisation in the future (from 2024 to 2028)? **1=Yes** **2=No>>** **M3:G050**	**List the new/ additional job titles**	**Give a brief description of the tasks/ duties for each new/ additional job title in at least two words**	**ISCO CODE** **4digit**	What sex will the organisation prefer for the job? 1 = Male 2 = Female 3 = Any	What is the minimum education level/ qualification required? 11 = PhD 12 = Masters 13= Post Graduate Diploma 14= Bachelor's Degree 15= Diploma 16= Certificate 17= NONE 96 = Other (specify)	What Skills are required? **(Read out and mark 1=Yes, 2=No)** 11= Managerial skills 12= Technical skills 13= Entrepreneurial skills 14= Language skills 15= Customer care 16= Innovativeness / creativity 17= IT skills 18= Didactics / teaching skills 19= Communication skills 20=Physical skills 96= Other (specify)	How many such employees are/will be required for this job in **[YEAR]** and what is the MAIN reason of the vacancy? **Reasons** 11= Expansion 12= Change in technology 13= Attrition/staff left 14= Budget constraint 96 = Other (specify) **[Write No. of employees and code of reason. If '96' for Others, write brief reason]**									
							2024		2025		2026		2027		2028	
							No.	Reason	No.	Reason	No.	Reason	No.	Reason	No.	Reason
(1a)	**(1b)**	**(2)**	**(3)**	**(4)**	**(5)**	**(7)**	**(8)**	**(9)**	**(10)**	**(11)**	**(12)**	**(13)**	**(14)**	**(15)**	**(16)**	**(17)**
	1					**11 12 13 14 15 16 17 18 19 96**										
☐	**2**															
	''															
	96															

SECTION D. FUTURE HUMAN RESOURCES PROJECTIONS CONT'D.....

Part M1:D010: Ask for the number of staff and skills required for future employment (human resource forecast), preference by sex, minimum education required and reasons for the future numbers of employees

Do you currently envisage hiring non-Ugandans? 1=Yes 2= No >> M3 :G053	**If Yes**, why? **(rank three most important)** 1= Cheaper 2= Better qualified 3= Experienced 4= More efficient 6=Other (specify)	From which countries / regions? **(rank three most important)** 1= EAC 2= Other African 3= Europe 4= Americas 5= Asia 6= Oceania **[>>SECTION E]**	Why don't you envisage hiring non-Ugandans? **(rank three most important)** 11= No need 12= Regulations 13= Not acquainted with non-Ugandans 14= Language problems 15= Problems of sourcing / hiring 16= Cultural problems 17=Expensive 96= Other (specify)

M3: G050	M3: G051			M3:G052			M3:G053		
	1ST	2ND	3RD	1ST	2ND	3RD	1ST	2ND	3RD

SECTION E. STAFF DEVELOPMENT

Does your establishment have a staff training and development policy or plan in place? 1 = Yes, policy 2 = Yes, plan 3 = No	How is staff training carried out for **managerial employees** in your establishment? 01=Apprenticeship02=On the-job-training 03=Own Training Centre04=Sponsorship to training institutions (local) 05=Abroad/Overseas training06=Workshops 07=Counseling to increase productivity 08=Delegation with guidance 09=Leadership skills10=Networking/teamwork 11=Mentoring/coaching12=Soft skills 13=No training96=Other opportunities/programs (specify) **(READ OUT)** **[write 1 for 'yes' and 2 for 'no' against each of the options]**	How is staff training carried out for **technical and professional employees** in your establishment? 01=Apprenticeship02=On the-job-training 03=Own Training Centre04=Sponsorship to training institutions (local) 05=Abroad/Overseas training06=Workshops 07=Counseling to increase productivity 08=Delegation with guidance 09=Leadership skills10=Networking/teamwork 11=Mentoring/coaching12=Soft skills 13=No training96=Other opportunities/programs (specify) **(READ OUT)** **[write 1 for 'yes' and 2 for 'no' against each of the options]**

M1:E010	M1:E020														M1: E030													
	01	02	03	04	05	06	07	08	09	10	11	12	13	96	01	02	03	04	05	06	07	08	09	10	11	12	13	96

SECTION E. STAFF DEVELOPMENT CTD...

How is staff training and development carried out for **clerical staff and casual employees**?**(READ OUT) [Write 1 for 'yes' and 2 for 'no' against each of the options]**

1=Apprenticeship
2=On the-job-training
3=Own Training Centre
4=Sponsorship to training institutions (local)
5=Abroad/Overseas training
6=Workshops
7=Counseling to increase productivity
8=Delegation with guidance
9=Leadership skills
10=Networking/teamwork
11=Apprenticeship/mentoring/coaching
12=Soft skills
13=No training >>M1:E080
96=Other opportunities/programs (specify)

How regular are the training and development programs for the staff categories?
10=Weekly
11=Bi-weekly
12= Monthly
13= Quarterly
14= Twice a year
15= Annually
16= Every two years
17= Irregular/ad-hoc
96 = Other (specify)

Does your establishment have in-house training facilities for own staff?
1 = Yes
2 = No >> **E080**

M1: E040

01	02	03	04	05	06	07	08	09	10	11	12	13	96

M1: E050

a) Managerial (Ministers, PS, EDs, DGs, Directors, etc.) employees	b) Technical & Professional employees	c) clerical staff and casual employees

M1 : E070

SECTION E. STAFF DEVELOPMENT CTD...

What kind of facilities do you have?
[write 1 for 'yes' and 2 for 'no' against each of the options]

10=Training space
20=Specialised trainers
30=Computers
40=Projector
50=Training materials (manuals, books...)
60= Laboratory
96=Other(Specify)

In the past year have you conducted any form of training for your staff?

1=Yes
2= No >> **M1:E120**

What kind(s) of training?
[write 1 for 'yes' and 2 for 'no' against each of the options]

10= Managerial skills
20= Technical skills
30= Entrepreneurial skills
40= Language skills
50= Customer care
60= Innovativeness / creativity
70= IT skills
80= Didactics / teaching skills
90= Communication skills
96= Other (specify)

Which level of staff was trained?

[write 1 for 'yes' and 2 for 'no' against each of the options]

A= managerial employees
B= technical and professional employees
C= clerical staff and casual employees

M1:E071

10	20	30	40	50	60	96

M1: E090

M1:E100

10	20	30	40	50	60	70	80	90	96

M1:E080

A	B	C

SECTION E. STAFF DEVELOPMENT CTD...

Do you have any challenges that limit the training of your employees? 1=Yes 2= No>> **M1:E131**	Which challenges do you face that limits the training of your staff? 1=Inadequate facilities (space) 2=Inadequate materials 3=Shortage of skilled trainers 4=Time off for the trainees 5= Lack of funds 6=Other (specify) **[write 1 for 'yes' and 2 for 'no' against each of the options]**	If you have hired graduates of BTVET and / or higher institutions, howsatisfied are you with their performance? 1=Fully Satisfied 2=Partially satisfied 3=Not satisfied 7= Not applicable (no such graduates hired)	In your view, what has to be improved in the training and education in BTVET and higher institutions? 11= Managerial skills 12= Technical skills 13= Entrepreneurial skills 14= Language skills 15= Customer care 16= Innovativeness / creativity 17= IT skills 18= Didactics / teaching skills 19= Communication skills 10=None 96= Other (specify)	Does your establishment have an industrial attachment / apprenticeship/ internship program? 1 = Yes (institutionalised) 2=Yes (occasionally/ informal) 3= No>> **SECTION F**	**If Yes,** how many per year? **[Record number of programmes in the boxes. If less than '10', start with a leading zero]**

M1:E120	M1:E130						M1: E131		M1:E132						M1:E140	M1:E150	
	1	2	3	4	5	6	BTVET	Higher institution	BTVET			Higher institution					
									1st	2nd	3rd	1st	2nd	3rd		Programmes	Average no. Of persons

SECTION F: LABOUR COST

PART M1:F010: ESTABLISHMENT EXPENDITURE ON LABOUR IN DECEMBER 2023

Type of Labour cost	Code	QUESTIONS BY EMPLOYMENT CATEGORY							
		PERMANENT EMPLOYEES		FIXED TERM		SHORT TERM / CASUAL		PAID APPRENTICESHIP/ INTERNS/ TRAINEE	
		How many permanent employees were paid **[LABOR COST]** for the month of **December 2023**?	What was the total amount of **[LABOR COST]** paid to permanent employees for the month of **December 2023**?	How many fixed term employees were paid **[LABOR COST]** for the month of **December 2023**?	What was the total amount of **[LABOR COST]** paid to fixed term employees for the month of **DECEMBER 2023**?	How many short term employees were paid **[LABOR COST]** for the month of **December 2023**?	What was the total amount of **[LABOR COST]** paid to short term employees for the month of **DECEMBER 2023**?	How many paid appreticeship/ interns/trainees were paid **[LABOR COST]** for the month of **December 2023**?	What was the total amount of **[LABOR COST]** paid to paid appreticeship/ interns/trainees for the month of **DECEMBER 2023**?
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**	**(10)**
CASH PAYMENTS									
Gross payments to staff (Salaries and wages)	**11**								
Allowances (include- House allowance, transport allowance, Fuel allowance/ mileage, cell phone allowances)	**12**								
Overtime and bonuses	**13**								
Other Cash payments	**14**								
INKIND BENEFITS									
Housing	**15**								
Meals or meal subsidies	**16**								

Medical expenses (including Medical Insurance)	**17**								
Training	**18**								
Staff welfare costs	**19**								
Other Benefits in-kind	**20**								
SOCIAL SECURITY CONRIBUTIONS									
Employer contributions to NSSF	**21**								
Employer contributions to Provident fund	**22**								
Employer contributions to Other schemes for Retirement benefit provisions...	**23**								
Other Social Security contributions	**24**								
Overall Labour Cost									

SECTION G. SOURCING FOR REQUIRED STAFF

How do you source personnel to fill vacant posts? **[write 1 for 'yes' and 2 for 'no' against each of the options]** 11=Media advertisements 12=Own webpage/ Internet 13= Employment Registration systems 14= Job agents / bureaus 15= Friends/relatives 16= Training institution 17= Notice boards 18= Management outsourcing 19= Private Bureaus 20=Social media 21= Use database of previous employees 22= Internal advert 96= Other(specify)	In the last year, have you advertised any post? 1 = Yes 2 = No**>> M1:H010**	What are the occupations or categories of jobs that were advertised?	**ISCO CODE**	How many posts of each job category were advertised ?	What was the total number of applicants foreach job category advertised ? **If no body applied enter 0**	How many posts in each category were filled through the advertising process? **If no post filled enter 0**
M1:G010	**M1:G020**	**M1:G030**	**M1:G031**	**M1:G032**	**M1:G033**	**M1:G034**

11	12	13	14	15	16	17	18	19	20	96

	Title	**Description**				

SECTION H. MEMBERSHIP TO EMPLOYERS' ORGANIZATIONS

Is your institution a member of any employer organization/association? 1=Yes >> **M1: H020** 2= No	**IF NO,** why is your institution not a member of any employer organisation/ association? 10=Do not know of any 11=Costly membership 12=Not helpful 96=Othery (specify) **>>M1:** SECTION I \	What are the employer organisations or associations your establishment belongs to?	In the past year have you received any cooperation or assistance from the employer organization(s) or association(s)? 1=Yes 2= No >>SECTION I	**IF YES,** what cooperation or assistance have you received?
M1:H010	**M1 :H011**	**M1:H020**	**M1:H030**	**M1 :H031**

SECTION I. CHALLENGES OF BUSINESS OPERATION/EXPANSION

M1:I010 : What are the difficulties affecting the **operation** of your establishment / enterprise / organization?

(Multiple answers possible, Rank up to 3 in order of magnitude with 1 being the most challenging)

01= Lack of customers/marketing	09= Lack of space/land	17= Poor transport system
02= Non-payment of debts	10= No new technology	18= Transport cost
03= Limited Access to finance	11= Difficulties with existing regulations, laws etc	19= Labour regulations
04= Lack of management skills	12= Increased competition	20= High labour turnover
05= Lack of capital equipment	13= Access to energy	21= Corruption
06= Lack of skilled personnel	14= Cost of energy	22= HIV/AIDS
07= High taxes and license fees	15= Crime/safety	96=Other (specify)
08= Lack of raw materials/irregular supply	16= Customs and trade regulations	

1st	2nd	3rd

M1:I020 : What are the difficulties affecting the **growth/expansion** of your establishment / enterprise / organization?

(Multiple answers possible, Rank up to 3 in order of magnitude with 1 being the most challenging)

01= Lack of customers/marketing	09= Lack of space/land	17= Poor transport system
02= Non-payment of debts	10= No new technology	18= Transport cost
03= Limited Access to finance	11= Difficulties with existing regulations, laws etc	19= Labour regulations
04= Lack of management skills	12= Increased competition	20. High labour turnover
05= Lack of capital equipment	13= Access to energy	21= Corruption
06= Lack of skilled personnel	14= Cost of energy	22= HIV/AIDS
07= High taxes and license fees	15= Crime/safety	96=Other (specify)
08= Lack of raw materials/irregular supply	16= Customs and trade regulations	

1st	2nd	3rd

SECTION J. GENDER POLICY AND Occupation and Safety and Health ISSUES

Does your organization have a gender policy? 1=Yes 2= No	Does your organisation practice any form of preferential treatment based on whether the employee is male or female? 1=Yes 2= No>> **M1:J040**	Does this practice involve the following policy? 11= Quota of management positions for women 12= Overall quota for women 13= Preferential recruitment for women 14= Preferential recruitment for men 15= Maternity leave 16= Differential retirement age 17= Preferential payment 18= Paternity **leave** 96= Others (specify) **READ OUT** **[write 1 for 'yes' and 2 for 'no' against each of the options]**								Does this establishment have an inclusive Occupational Safety and Health (OSH) policy ? 1=Yes 2= No	In 2023, did any worker in this establishment experience any of occupational injuries/ **accidents that resulted in them being absent from work, or unable to work,** for at least one day, apart from the day of the injury/accident? 1=Yes 2= No>>**M1:J080**	How many of the workers that experienced the occupational injury were covered/compensated? A= Number who experienced injury B= Number covered/ compensated		In 2023, did this establishment have any occupational injuries/ accidents that resulted in death of a worker? 1=Yes 2= No IF YES, record number of deaths	
M1: J010	**M1: J020**	**M1: J030**								**M1: J040**	**M1: J050**	**A**	**B**	**M1: J080**	
		11	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**96**					**Code**	**Number**

SECTION K&L. HIV/AIDSAND DISABILITY POLICY AT WORKPLACE / USE OF ICT

Does this establishment have an HIV/ AIDS policy in place? 1= Yes 2= No>> **M1:K030**	Does the HIV and AIDS work-place policy entail/contain the following? **READ OUT** **[write 1 for 'yes' and 2 for 'no' against each of the options]** 11=VCT services 12=Free ARVs for workers who are HIV+ 13=Free condom distribution for workers 14=Free food rations for workers who are HIV+ 15=Workers' rights 96=Others (specify)	Does this establishment have a disability policy in place? 1= Yes 2= No>> **M1: L010**	Does the Disability policy entail/contain provisions of the following For PWDs? **READ OUT** **[write 1 for 'yes' and 2 for 'no' against each of the options]** 10=Rumps for movement 11=Specials parking 12=Braille 13=Preferential treatment during recruitment 14=Consideration during promotions 96=Other(specify)	Has your Organisation introduced use of ICT to improve a given business process/operation? 1= Yes 2= No >> **SECTION M** 8= Don't Know	In which areas is the ICT being used? 11=Production 12=Marketing 13=Human resource management 14=Communication 15=Records management 16 = Accounting/Finance 17= Planning/Budgeting 18= Teaching 19= Research 20= E-learning 21=Recruitment 96=Others (specify) **READ OUT** **[write 1 for 'yes' and 2 for 'no' against each of the options]**	According to your opinion how has the use of ICT affected each of the categories listed? **(READ ALL)** **Categories** 11=Production 12=Marketing 13=Human resource management 14=Communication 15=Records management 16 = Accounting/Finance 17= Planning/Budgeting 18= Teaching 19= Research 20= E-learning 21=Recruitment 96=Others (specify) **Reponse codes** 1 = Increased/improved 2 = Decreased/worsened 3 = No effect 7 = Not applicable

M1: K010	M1: K020						M1: K030	M1: K040						M1: L010	M1: L020								M1: L030							
	11	12	13	14	15	96		10	11	12	13	14	96		11	12	13	14	15	16	17	96	11	12	13	14	15	16	17	96

SECTION M. STAFF EXITAND EXIT ARRAGEMENT

Are there staff who exited this establishment last year? 1= Yes 2= No>> **M1: M030**	What categories of staff exited last year? **[write 1 for 'yes' and 2 for 'no' against each of the options]** **CATERGORIES** 11= Managers 12= Professionals 13= Technical and associate professionals 14 = Clerical support workers 15 = Services and sales 16 = Craft & related trade workers 17 = Plant & machinery operators 18= Elementary Workers 96 = Others (specify)	What were the reasons for staff exit? **[write 1 for 'yes' and 2 for 'no' against each of the options]** **REASONS** 11= Retirement 12= Poor Health Conditions e.g. Cancer 13= Abscondment 14= Resignation 15= Dismissal/Expulsion 17= Lay-off 18= Redundancy 19= Death 96= Others (specify) **If there is any yes '1' for reason rank**	Does your organisation have any programme to prepare staff for exit? 1= Yes 2= No>> **Next section**	What programmes are there in your organisation? **[write 1 for 'yes' and 2 for 'no' against each of the options]** 11=Career guidance and counselling 12=SACCOs for staff 13=NSSF contributions 14=Pension 15=Gratuity 16=. Exit preparation training 17= Retirement incentive and benefits 96= Others (specify)

M1: M010	M1: M020									M1: M021									M1: M030	M1: M040							
	11	12	13	14	15	16	17	18	96	11	12	13	14	15	16	17	18	96		11	12	13	14	15	16	17	96

SECTION N. CORPORATE SOCIAL RESPONSIBILITY

Is your organisation aware of problems/ thorny issues that trouble its close community? 1= Yes 2= No	Have you ever heard about "Corporate Social Responsibility" before? 1= Yes 2= No	Does your organisation have a corporate social responsibility policy or programme? 1= Yes 2= No>> **End interview of this module**	Has your organisation been supporting its community in any of the following activities **[write 1 for 'yes' and 2 for 'no' against each of the options]** 11= Sport activities 12= Cultural activities 13= Health care 14= Education and training activities 15= Environmental protection- ecological activities 16= Financial or other help/support for NGO 17=Creation of good conditions for socailly or in other way deprived groups for their involvement in community and work process 18= Participation in public affairs or political process on behalf of the organisation 96= Others (specify)

M1: N010	M1: N020	M1: N030	M1: N050								
			1	2	3	4	5	6	7	8	9	96

SECTION 1B: STAFF DETAILS AND SURVEY TIME

1. NAME OF INTERVIEWER

2. DATE OF INTERVIEW — DD MM YYYY

3. NAME OF SUPERVISOR

4. DATE OF CHECKING — DD MM YYYY

5. NAME OF EDITOR

6. DATE OF INSPECTION — DD MM YYYY

7. INTERVIEW RESULTS:

A. Visit 1	B. Visit 2	C. Visit 3	D. Reason for Non-response
Date : ...../...../.....	**Date :**...../...../.....	**Date :** ...../...../.....	
1= Fully completed 2= Partially completed 3= Non response 4= Postponed 6= Other (specify)	1= Fully completed 2= Partially completed 3= Non response 4= Postponed 6= Other (specify)	1= Fully completed 2= Partially completed 3= Non response D 4= Postponed 6= Other (specify)	1= Refused 2= No contact 3= Not eligible 6= Other (specify)

8. REMARKS BY INTERVIEWER:

9. REMARKS BY SUPERVISOR:

END OF INTERVIEW

THANK YOU

UGANDA BUREAU OF STATISTICS

THE REPUBLIC OF UGANDA

NATIONAL HUMAN RESOURCE SURVEY 2024

FORMAL EMPLOYEE MODULE

SECTION 1A: IDENTIFICATION PARTICULARS			
1.NAME OF ESTABLISHMENT:			
2.UBID CODE:			
3. Name of respondent			
4. Phone contact of respondent			
5. email of respondent			
6. Job Title			
7. Description of main tasks/duties i.e. occupation (describe in at least two words)			
8. ISCO CODE:			
SECTION 1B: STAFF DETAILS			
9. NAME OF INTERVIEWER			
	DD	**MM**	**YYYY**
10. DATE OF INTERVIEW			
11. NAME OF SUPERVISOR			
	DD	**MM**	**YYYY**
12. DATE OF CHECKING			
13. NAME OF EDITOR			

THIS SURVEY IS BEING CONDUCTED BY THE UGANDA BUREAU OF STATISTICS UNDER THE AUTHORITY OF THE UGANDA BUREAU OF STATISTICS ACT, 1998.

INTRODUCTION AND PURPOSE OF NATIONAL HUMAN RESOURCE SURVEY

Dear Sir/Madam,

My name is _____, I work with Uganda Bureau of Statistics (UBOS). We are collecting data for the National Human Resource Survey **2024.**

Purpose of the Inquiry

This inquiry will provide vital information on the characteristics of Uganda's past, current, potential and projected workforce for update of the Human Resource database for evidence-based policy formulation, planning and future research.

Authority

The information is collected under the provisions of the **Uganda Bureau of Statistics Act, 1998**. You are requested to complete this form and return to the Bureau as soon as possible. Your cooperation is requested and highly appreciated.

Confidentiality

The information provided on this form will remain **strictly confidential** to the Uganda Bureau of Statistics. It will not be made available to any other person or agency. However, the results of the Inquiry will be shared in aggregate form which will not make it possible for users to infer any information about individual establishment.

Requirements

The ***Chief Executive Officer*** or a designated representative shall provide responses to the questionnaire. Much of the information required for this survey can be obtained from your Human Resource records for the period 2018-2023.

Feedback

Survey results will be disseminated in a national workshop and subsequently posted on the UBOS website: www.ubos.org by the end of September 2024.

Your Faithfully,

Chris N. Mukiza (PhD)

EXECUTIVE DIRECTOR/CHIEF STATISTICIAN

Please

help us monitor and plan for Human Capital Development in Uganda

This questionnaire contains technical terms which are explained in the corresponding manual of instructions. Our interviewers are available for guidance on how to complete this questionnaire.**For further information, Contact:**

The Head of Department,	**The Head of Department,**	**The Principal Statistician,**	**The Principal Statistician,**
Demography and Social Statistics	Methodology and Project	Methodology and Project	Labour and Social Statistics
Vincent F. Ssennono (PhD)	**Ronald Ssombwe**	**Muminu Matovu Mulindwa**	**Sharon Apio Basala**
Tel: 0773-312-792	Tel: 0775-226-754	Tel: 0702-640-099	Tel: 0782-770-851

SECTION A: GENERAL PERSONAL INFORMATION

Employee ID **(OFFICE USE ONLY)**	What is your Sex? 1= Male 2= Female	How old were you at your last birthday? ***(Enter age in completed years.)***	Date of birth **DD/MM/YY**	What is your marital status? 1=Never married 2= Married 3= Separated 4= Divorced 5= Widowed	What is your nationality? 01= Ugandan 02= Kenyan 03= Rwandan04= Tanzanian 05= Burundian 06= South Sudanese 07= Congolese 08= Somalis 09= The rest of Africa (specify) 10= The rest of the world (specify)	What is your status in employment? 1=Permanent employee 2=Fixed term employee 3=Short term/Casual employee 4=Paid apprenticeship/internship/ trainee
M2:A000	**M2:A020**	**M2:A030**	**M5:A031**	**M2:A040**	**M2:A050**	**M2:A051**
			DD MM YYYY			

SEEING DIFFICULTY	**HEARING DIFFICULTY**	**PHYSICAL DIFFICULTY**	**REMEMBERING DIFFICULTY**	**SELF-CARE DIFFICULTY**	**SPEECH DIFFICULTY**	**INTELLECTUAL DIFFICULTY**	**ALBINISM**	**LITTLE PERSONS**
Do you have difficulty in seeing, even if you are wearing glasses? Would you say that you have no difficulty, some difficulty, a lot of difficulty or cannot see at all (Blind)? 1= No difficulty 2= Some difficulty 3= A lot of difficulty 4= Cannot see at all	Do you have difficulty in hearing, even if you are using a hearing aid? Would you say that you have no difficulty, some difficulty, a lot of difficulty or cannot hear at all (Deaf)? 1= No difficulty 2= Some difficulty 3= A lot of difficulty 4= Cannot hear at all	Do you have difficulty in walking or climbing steps? Would you say that you have no difficulty, some difficulty, a lot of difficulty or cannot walk at all? 1= No – no difficulty walking or climbing steps 2= Yes – some difficulty walking or climbing steps 3= Yes – a lot of difficulty walking or climbing steps 4= Cannot walk or climb steps at all	Do you have any difficulty in remembering or concentrating? Would you say that you have no difficulty, some difficulty, a lot of difficulty or cannot remember at all? 01= No difficulty remembering or concentrating 02= Some difficulty remembering or concentrating 03= A lot of difficulty 04= Cannot remember or concentrate at all	Do you have any difficulty with Self-Care such as washing, bathing or dressing? Would you say that you have no difficulty, some difficulty, a lot of difficulty or cannot do self-care at all? 01=No, no difficulty with self care 02=Yes, some difficulty 03= Yes, a lot of difficulty 04=Cannot do it at all	Do you have any difficulty in Communication (for example understanding others or others understanding her/him) ? Would you say that you have no difficulty, some difficulty, a lot of difficulty or cannot communicate at all? 1= No difficulty communicating 2= Some difficulty communicating 3= A lot of difficulty 4= Cannot communicate at all	Do you have any intelectual difficulty (down syndrome, autism, celebral palsy, hydrocaphalus, microcaphalus and spina bifida? 01= Yes 02= No	Is (NAME) a person with albinism? **OBSERVE and record appropriate response** 01= Yes 02= No	Is (NAME) a Little person? **OBSERVE and record appropriate response** 01= Yes 02= No
M2:A60a	**M2:A60b**	**M2:A60c**	**M2:A60d**	**M2:A60e**	**M2:A60f**	**M2:A60g**	**M2:A60h**	**M2:A60i**

SECTION B. FORMAL EDUCATIONAL BACKGROUND

Have you ever attended any formal school? 1= Never attended >> M2**:D010** 2= Attended school in the past >> **M5:C011b** 3=Currently attending school	What level of formal education is [NAME] currently attending? **Use codes below** **[>>M5:C020a]**	What is the highest level of formal education you have completed? **Use codes below**	Which year did you complete that level of formal education? YYYY	What is the field of specialization in this highest level you completed/ are attending? **See Annex 3** **IF CODES 40 TO 63 IN M5:C011a or M5:C011b**	Apart from the level of education mentioned above, have you received any other training? 1. Yes 2= No>> M2**:D010**
M5:C010	**M5:C011a**	**M5:C011b**	**M5:C030**	**M5:C020a**	**M5:C040**

PART M5:C050: The following are questions on details of your additional training.

What was the field of study in each of your additional training? **(List each training you did)**	**Recode ISCED code of field of study** **See Annex 3**	What was the duration of each training in months? MONTHS	What was the qualification you got? **Qualifications and codes** 1= PhD/Doctorate 2= Masters 3= Post Graduate Diploma 4= Bachelor's Degree 5= Advanced Diploma 6= Diploma 7= Certificate 8= Certificate of attendance 96= Other (*specify*)	What was the mode of training? 1= In person 2= Online 3= Hybrid (partly online and partly in person)	Where were you trained? 1=Uganda 2=Other country (specify)
(1)	**(5)**	**(2)**	**(3)**	**(4a)**	**(4b)**
1					
2					

Codes: educational attainment (C011a & C011b)

Some schooling but not Completed P.1	*10*	*Completed /Attending J.2*	*22*	*Attending Post-secondary Specialized training or- certificate diploma*	*50*
Completed /Attending P.1	*11*	*Completed /Attending J.3*	*23*	*Completed Post primary/Junior Specialized training or Certificate*	*41*
Completed /Attending P.2	*12*	*Completed /Attending S.1*	*31*	*Completed Post-secondary Specialized training or- certificate or diploma*	*51*
Completed /Attending P.3	*13*	*Completed /Attending S.2*	*32*	*Attending Degree*	*60*
Completed /Attending P.4	*14*	*Completed /Attending S.3*	*33*	*Completed Degree*	*61*
Completed /Attending P.5	*15*	*Completed /Attending S.4*	*34*	*Completed/Attending Master's degree*	*62*
Completed /Attending P.6	*16*	*Completed /Attending S.5*	*35*	*Completed/Attending PHD*	*63*
Completed /Attending P.7	*17*	*Completed /Attending S.6*	*36*	*Completed/Attending post-doctoral training and research*	*64*
Completed /Attending J.1	*21*	*Attending post primary/junior specialized training or certificate*	*40*		

SECTION C. VOCATIONAL TRAINING / OTHER TRAINING / TYPE OF TRAINING

Have you received any kind of training since you joined your current employer? 1. Yes 2. No >> **M2:D072**	Who sponsored you for the training? 1=Employer 2=Self sponsored, related to job 3=Self-sponsored, not related to job 6=Other (specify) FOR 2-6>> **D08**0	What was the major field of training? **(Description here)** _____ _____	In which year did you train? **YYYY**	How was this training obtained? 1= Apprenticeship 2= Formal training institution 3= On the Job 6= Other (*specify*)	What was the duration of the training in months? **MONTHS**	What qualifications did you obtain from the additional training? 11=PhD/Doctorate 12=Masters 13=Post Graduate Diploma 14=Bachelor's Degree 15=Advanced Diploma 16=Diploma 17=Certificate 18=Certificate of attendance 96=Other (specify)	What was the mode of training? 1= In person 2= Online 3= Hybrid (partly online and partly in person)	Where were you trained? 1=Uganda 2=Other country (specify) **[GO TO D080]**	If you did not take part in any training, please indicate why. 1= No training policy 2= No training for my job profile 3= Not offered to me personally 4= Offered to me, but refused 5= No need 96= Other (specify)	Do you need any specific skills to improve your performance at your current job? 1= Yes 2= No >> **next section**	Which specific SKILLS do you need? 10= Managerial skills 20= Technical skills 30= Entrepreneurial skills 40= Language skillss 50= Customer care 60= Innovativeness / creativity 70= IT skills 80= Didactics / teaching skills 90= Communication skills 96= Other (specify)
M2:D010	**M2:D011**	**M2:D020**	**M2:D030**	**M2:D040**	**M2:D050**	**M2:D060**	**M2:D070A**	**M2:D070**	**M2:D072**	**M2:D080**	**M2:D090**
		(Annex 1)									
											1 **2** **3**

SECTION D. NATURE OF CURRENT EMPLOYMENT

What is your current main job title? **(description here)** _____	What is your current main occupation in this establishment? **(describe the duties and tasks in at least two words)**		What type of contract is your main employment? 1= Written contract 2= Oral contract	What is the nature of your employment contract? 1=Permanent or until retirement>> **M2:B021** 2=Fixed term (a specific period of time) 3=Casual (until task is completed) 6=Other(specify)	What is the duration of your contract? 1= less than one month 2= one month to less than 3 months 3= 3 months to less than 6 months 4= 6 months to less than 12 months 5= 12 months to less than 36 months 6= 36months and above 7= Don't know 8= Not specified	Is your contract agreement on [----]? 1 = Part time basis 2 = Full time basis	In which way did you get the current job? 1=Passed test and appointed 2=Through relatives/friends 3=Head hunting 4=Nominated Elected 6=Other (specify)	When did you start working for this organization?	Does your current job match your official education/ training (certificate/ degree)? 1=Yes 2=No, overeducated 3=No, underqualified 8= Not applicable (no training)
M2:B010b	**M2:B010a**		**M2:B020**	**M2:B011**	**M2:B011A**	**M2:B021A**	**M2:B021**	**M2:B030**	**M2:B030A**
	Description	**ISCO CODE**						**M M Y Y Y Y**	

SECTION D. NATURE OF PREVIOUS EMPLOYMENT

Is this your first job? 1. Yes**>> B102** 2. No	Which institution or establishment did you work for before joining your current employer? **(Write the full name of institution or establishment)**	What was your status in employment? 10=Employer 11=Own Account Worker 12= Dependent contractor 13= As an employee 14= Paid apprentice/intern 15= Helping in a family or household business (CFW)	What was the institutions or establishment's main activity? **(description in at least two words)**		What was your main occupation in that particular establishment? **(describe the duties and tasks in at least two words)**		What was the main reason you left your previous job? 01= Under payment 02= Late payment 03= Physical/social harassment 04= Poor working conditions 05= Marital/family commitments 06= Going back to school/training 07= Desire for career growth 08=Desire for higher payment 09= Contract expired 96= Others (*specify*)
M2:B040	**M2:B050**	**M2:B051**	**M2:B060**		**M2:B070a**		**M2:B090**
			Description	**ISIC code**	**Title**	**Description**	**ISCO code**

SECTION D: FIRST FORMAL EMPLOYMENT

At what age did you get your first formal job? **If AGE is Less than 15years>> M2:E010**	How many months did it take you to get your first formal job?	Did your first formal job match your education level? 1= Yes, matching 2=No, under educated 3= No, over educated 4= No education required	Did your first formal job match your field of specialisation? 1=Yes, matching 2=No, underqualified 3= No, overqualified 4= No speciality required	What was your highest level of formal education when you got your formal job? 1= No education **>> B100** 2 = Primary **>> B100** 3 = Vocational training/ Telecommunication/A3/ TVET, 4 = Secondary**>> B100** 5 = Tertiary	What was the year of graduation. RECORD 9997 IF NOT GRADUATED **YYYY**	How long have you worked in each of the following establishment types? **(WRITE NUMBER OF YEARS IF LESS THAN 1 YEAR WRITE '00' AND '97' FOR NEVER WORKED/NOT APPLICABLE)** 10 = General Gov't (Central/Local) 11 = Public Corporation 12 = Parastatal/Agency 13 = Cooperative unions/Societies/SACCOs 14 = NGO/CSO/CBO 15 = Religious Organization 16 = Inter-Govt Organisation 17= Private Company 96 = Other formal establishment (specify)
M2:B102	**M2:B140**	**M2:B101**	**M2:B102**	**M2:B110**	**M2:B120**	**M2:B100**
	Months					**10** **11** **12** **13** **14** **15** **96**

SECTION E & F. PERFORMANCE APPRAISAL/ CAREER GROWTH

PERFORMANCE APPRAISAL				CAREER GROWTH	
How often is your performance appraised in your current job? 11= Never >> **M2:F010** 12= Monthly 13= Quarterly 14= Bi-Annually 15= Annually 16= Ad hoc 97= Don't know	Who appraises your performance? 11= General manager/director 12= HR officer 13= Departmental head 14= Immediate supervisor 15= Consultant 16= Panel 96= Other (specify)	Has your performance been appraised since you began working for this establishment? 1= Yes 2= No >> **M2:F010**	Do you often receive any feedback from the process of performance appraisal? 1= Yes 2= No	Have you ever been promoted since you joined your current employer? 1= Yes 2= No >> **M2:G010**	When was your last promotion? 11= Less than 3 months ago 12= 3 months to less than 6 months ago 13= 6 months to less than 1 year ago 14= 1 year to less than 3 years ago 15= 3 years to 5 years ago 16= More than 5 years ago 97= Don't remember
M2:E010	**M2:E011**	**M2:E012**	**M2:E020**	**M2:F010**	**M2:F020**

SECTION G. WORKING TERMS AND CONDITIONS

How many hours do you usually work in a week?	Are you entitled to annual leave days? 1= Yes 2= No >> M2:G050	How many leave days are you entitled to per year?	Are your leave days deducted from your annual leave if you fell sick or had a problem? 1= Yes 2= No	What is the main mode of transport you use to reach your workplace? 11= Public transport (taxi, bus) 12= Office transport 13= On foot 14= Own transport 96= Other (specify)	How long does it take you to reach your workplace? **(Record in minutes)** **Minutes**	How far do you live from your workplace? **(Record distance in Km)**	Are you entitled to medical care assistance / insurance from your employer? 1= Yes 2= No>> M2:G080
M2:G010	**M2:G020**	**M2:G030**	**M2:G031**	**M2:G050**	**M2:G040**	**M2:G051**	**M2:G060**

SECTION G. WORKING TERMS AND CONDITIONS CTD...

Does the assistance / insurance extend to your immediate family members? 1= Yes, biological/ adopted children and spouse 2=Yes, any family member 3= No	Do you get the following benefits from your employer? **(Read out all the benefits listed and record 1 for "Yes" or 2= "No")** 11= Clothing/Uniform 12= Accommodation 13= Transport 14= Paid Annual leave 15= Food 16= Free education/training for dependants 17= Maternal and paternal leave 18= Health and safety 19= Terminal benefits 20= Sick leave 96= Any other (specify)										Are you provided with changing rooms? 1= Yes 2= No>> M2:G083	What type of changing rooms do you have? 1= Individual lockers 2= An open room 6= Other (specify)	Are you provided with breastfeeding corners? 1= Yes 2= No	Are you provided with facilities for taking your meals? 1= Yes 2= No >> M2:G085	What type of facilities are provided? 1= Fully built messroom 2= Built facility with roof cover but open sides 3= Open space under a tree outside workplace 6= Other (specify)	Does your employer provide you with wholesome drinking water? 1= Yes 2= No	Is there a mechanism/ ways/ means of reporting and investigation of injuries and accidents that occur at your workplace? 1= Yes 2= No
M2:G070	**M2:G080**										**M2:G081**	**M2:G082**		**M2:G083**	**M2:G084**	**M2:G085**	**M2:G086**
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**96**								

SECTION G. WORKING TERMS AND CONDITIONS CTD...

Do those people who get injured or become ill because of their work get compensation from your employer? 1= Yes 2= No 8= Don't Know	Have you ever got any injury as a result of your work? 1= Yes 2= No >> M2:G089	**IF YES,** what was the cause in the last 2 years? Read out and record 1=Yes, 2=No A=slips B= falls C= being hit by falling objects D= being hit by objects lifted by crane or forklift E= pierced by sharp tools /objects F= Neddle pricks G= burns H=Injury happened more than 2 years ago Z= Other (Specify)	Do you/have you ever suffered any illness which you think is related to your work? 1= Yes 2= No >> M2:G092	**IF YES,** what type of disease/ illness? A= skin diseases (dermatitis) B= Hepatitis C= Cholera D= TB E = Coughs/ flu F = Fungal infection Z= Other (Specify)	When you got the injury/ disease were you compensated? 1=Yes 2=No	Were you taken by your employer for medical examination before you started to work at this place? 1= Yes 2= No
M2:G091A	**M2:G087**	**M2:G088**	**M2:G089**	**M2:G090**	**M2:G091B**	**M2:G092**
		A B C D E F G H Z		**A B C D E F G**		
	RANKING (M2:G088b)					

SECTION H: LABOUR RIGHTS AND RELATED ISSUES

Are you a member of any Labour Union or any other collective bargaining association? 1= Yes 2= No >> M2:H020a	Which Labour Union do you belong to? [>>**M2:H020b**]	Why are you not a member of any union or any other collective bargaining association? 1= Employer does not allow 2= I do not know any union 3= Unions do not help 6= Other (specify)	Do you belong to any professional association? 1= Yes 2= No >> **M2:H021**	List the professional associations you belong to **(at most two)**	Is your employer contributing regularly to the social security fund for you? 1=Yes 2= No	Does your establishment have an occupational safety and health (OSH) policy? 1= Yes 2= No
M2:H010	**M2:H011**	**M2:H020a**	**M2:H020b**	**M2:H020c**	**M2:H021**	**M2:H022**
				1)		
				2)		

SECTION H: LABOUR RIGHTS AND RELATED ISSUES CTD.....

Did your employer inform you of any dangers you may face while at work? 1= Yes 2= No >> **M2:H026**	What type of dangers were you informed of? **(RECORD UP TO 5)** A= Mechanical (Moving parts of machinery) B= excessive heat C= Slippery floors D= Physical assault E= Falling objects F= Moving vehicles at the workplace G= Fatigue, H= chemical substances I= Ergonomic (work postures, and lifting and loading etc) Z= Other (Specify)	Were you informed of the control measures? 1= Yes 2= No	Does your workplace have anyone responsible for safety and health? 1= Yes 2= No 3= Don't know 2&3>> **M2:H028**	Who is responsible for safety and health at your workplace? 1= Safety Manager 2= Safety Officer 3= Safety supervisor 4= Production manager 6= Other (Specify)	Does your workplace conduct safety committee meetings? 1= Yes 2= No 3=Don't know	Does your workplace record workplace accidents? 1= Yes 2= No
M2:H023	**M2:H024**	**M2:H025**	**M2:H026**	**M2:H027**	**M2:H028**	**M2:H029**

SECTION H. LABOUR RIGHTS AND RELATED ISSUES CTD...

What are the common workplace accidents? **(RECORD UP TO 3 OPTIONS)** A= slips B= falls C= being hit by falling objects D= being hit by objects lifted by crane or forklift E= pierced by sharp tools /objects F= Needle pricks G= Burns Z= Other (Specify)	What are the commonest injuries? 11= Bruises/Superficial injuries 12= Fractures 13= Body wounds 14= Burns 15= Dislocations 16= Sprains 96=Other (Specify)	Are/Were the accidents reported to the Labour Officer? 1= Yes 2= No	Are/Were the accidents investigated? 11= Yes (Internally) 12= Yes (Internally and externally) 13= No 97= Do not know	Are/Was/were the victim(s) compensated? 1= Yes 2= No 97= Don't Know	Have you been provided with Personal Protective Equipment (PPE)? 1= Yes 2= No >> **M2:H038** 3= Partly (Inadequate) 96= Other (Specify)	Have any deductions been made on your salary in respect of the PPE given to you? 1= Yes 2= No >> **M2:H038**
M2:H030	**M2:H031**	**M2:H035**	**M2:H036**	**M2:H037**	**M2:H032**	**M2:H033**
1st **2nd** **3rd**						

SECTION H. LABOUR RIGHTS AND RELATED ISSUES CTD...

How often are the deductions made? 1= Every time I get new PPE 2= Only when I have lost the PPE 3= Every year but I am not provided with the PPE	Are there occupational diseases observed at your workplace? 1= Yes 2= No>> **M2:H041**	What are the common occupational diseases observed at your workplace? **(record up to 3 diseases)** 11= Skin diseases (dermatitis) 12= Hepatitis 13= Cholera 14= TB 96= Other (Specify)	Have the occupational diseases been treated? 11= Yes 12= No 97= Don't Know	Does your work place have a Policy for addressing stress? 1= Yes 2= No	How is stress managed at your workplace? 11= identification of cause(s) 12= Counseling 13= Training 96= Other (specify)	Does your organization have measures to control sexual harassment? 1= Yes 2= No
M2:H034	**M2:H038**	**M2:H039**	**M2:H040**	**M2:H041**	**M2:H042**	**M2:H043**
		1 **2** **3**				

SECTION J & K. GENDER/ USE OF ICT

Does your organization have a gender policy? 1=Yes 2= No	Does your organisation practice any form of preferential treatment due to sex? 1=Yes 2= No >> **M2:J040**	Does this practice involve the following policy? **(Read out each of the policies listed and record 1 for "Yes" or 2= "No")** 11= Quota for women (mgmt.) 12= Overall quota for women 13= Pref. recruitment for women 14= Pref. recruitment for men 15=Maternity leave 16= Differential retirement age 17= Preferential payment 96= Others (specify)	In your opinion, should any/your establishment have the following policy? **(Read out each of the policies listed and record 1 for "Yes" or 2 for "No")** 11= Quota of management positions reserved for women 12= Overall quota for women 13= Preferential recruitment for women 14= Preferential recruitment for men 15= Maternity leave/paternity 16= Differential retirement age	Has your organisation introduced use of ICT to improve a given business process/operation? Use technology e.g. airtime 1= Yes 2= No >> **L010** 8=Don't know >> **M2:K040**	In which areas is the ICT being used? **(READ OUT EACH OPTION: Record 1 for "Yes" and 2 for "No")** 11= Production 12= Marketing 13= Human resource management 14= Communication 15= Records management 16 = Accounting/Finance 17= Planning/Budgeting 18= Teaching 19= Research 20= E-learning 21= Recruitment 96= Others (specify)
M2:J010	**M2:J020**	**M2:J030**	**M2:J040**	**M2:K010**	**M2:K020**
		11 **12** **13** **14** **15** **16** **17** **96**	**11** **12** **13** **14** **15** **16**		**11** **12** **13** **14** **15** **16** **17** **18** **96**

SECTION J & K. GENDER/ USE OF ICT CTD.....

In your opinion how has the use of modern technology and ICT affected the following? **READ OUT EACH OPTION Record the ranking for each item in the boxes provided** 11=Production 17= Planning/Budgeting 12=Marketing18= Teaching 13=Human resource management 19= Research 14=Communication 20= E-learning 15=Records management21=Recruitment 16 = Accounting/Finance96=Others (specify) **Ranking** 1=Increased/improved 2=Decreased 3=No effect 4=Don't know	In your establishment do you have **access** to the following? **(READ OUT EACH OPTION :You must provide an answer to all theoptions. Record 1 for "Yes" and 2 for "No")** 1= Individual Computer 2= Shared computer 3= Private access to email 4= Common access to email 5= Access to internet 6= Others (specify)	In your day-to-day work do you **need** the following to perform your duties? **(READ OUT EACH OPTION : You must provide an answer to all the options. Record 1 for "Yes" and 2 for "No")** 1= Individual Computer 2= Shared computer 3= Private access to email 4= Common access to email 5= Access to internet 6= Others (specify).	Have you **used** any of the following to perform your duties during your day-to-day work? **(READ OUT EACH OPTION: You must provide an answer to all the options. Record 1 for "Yes" and 2 for "No")** 1= Individual Computer 2= Shared computer 3= Private access to email 4= Common access to email 5= Access to internet 6= Others (specify).
M2:K030	**M2:K040**	**M2:K050**	**M2:K060**

11	12	13	14	15	16	17	18	96	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6

SECTION L. EARNINGS

What is your monthly gross earnings **including** allowances on this job? (INCLUDE CASH AND IN-KIND PAYMENTS) **(Please record "0" if you don't get payment). Record in UGX** **If 0** GO TO **L030**	What is your monthly net earnings? **Record in UGX**	What is the mode of your monthly payment? 1= Paid to me directly/my bank 2= Paid to my spouse 3= Paid to my relatives 4= Paid to employment agent 5= Paid to school/TVET institute 6= Others (specify)	Do you have another occupation / job/ employment? **READ OUT** **[write 1 for 'yes' and 2 for 'no' against each of the options]** 1= No >> **M2:M010** 2= Yes, another employment 3= Yes, another business (self-employed) 4= Yes, farming	If yes, what is your MAIN occupation on the secondary job. **Describe in at least two words and record ISCO-level code**	What is your average annual gross income or profit from all additional job(s)? **UGX**
M2:L010	**M2:L011**	**M2:L020**	**M2:L030**	**M2:L040**	**M2:L050**

					DESCRIPTION	**ISCO Code**				
			1	**2**	**3**	**4**				

SECTION M. HIV/AIDS /DISABILITY AT WORKPLACE

Do you have an HIV / AIDS policy at workplace? 1= Yes 2= No >> **M2:M030** 3=Don't Know	Does the HIV / AIDS work-place policy entail/contain the following **(Read out and for each record 1 for Yes or 2 for No)** 11=VCT services 12=Free ARVs for HIV+ workers 13=Free condom distribution 14=Free food for HIV+ workers 96=Others (specify)	Do you have a disability policy at workplace? 1= Yes 2= No	Does the Disability policy entail/contain provisions of the following For PWDs? **READ OUT** **[write 1 for 'yes' and 2 for 'no' against each of the options]** 10=Rumps for movement 11=Specials parking 12=Braille 13=Preferential treatment during recruitment 14=Consideration during promotions 96=Other(specify)

M2:M010	**M2:M020**					**M2:M030**	**M2:M040**					
	11	**12**	**13**	**14**	**96**		**10**	**11**	**12**	**13**	**14**	**96**

SECTION N. JOB SEARCH AND CANDIDATE PREFERENCES

Are you currently looking for a different job? 1= Yes 2= No >> M2:N060	**If Yes,** which occupations are you targeting? **(List up to two)** **1).....** **.....** **2) .....** **.....** **ISCO CODES**	How do you search for jobs? **(Read out and for each record 1 for Yes or 2 for No)** 1= Registered at an employment centre 2= Newspapers/job advertisement 3= Recruiter/intermediary/broker outside of the country 4= Recruiter/intermediary/broker within the country 5= Directly by employer 6= Private agency/Job agents/Bureaus 7= Word of mouth/Friends/relatives 8= Internet 9= Joined the family establishment 10= Unsolicited / passing-by 11= Training Institutions 96= Other (specify)	Do you want to move away from your current residence to search for a new job? 1= Yes 2= No>> N090	Why are you willing to move? Record main reason 11= Better Payment (salary/ benefits) 12=Better working conditions 13=Exposure 14=Security 96= Other(specify)	Where do you want to move to? 1= Within Uganda >> N091 2= Other country (specify) >> SECTION I 3= EAC>> **N091** 5= Anywhere>> SECTION I	If you don't want to move, please indicate why. **(Read out all options and Rank 3 most important)** 1= Family / dependents / friends 2= Different culture 3= Too risky 4= Language problems 5= Lack skills / competence 6= Lack certificate / authorisation 96= Other (specify) **(>>SECTION I)**	If you only want to move within Uganda or within EAC, please indicate why **(Read out all options and Rank 3 most important)** 1= Family / dependents / friends 2= Different culture 3= Too risky 4= Language problems 5= Lack skills / competence 6= Lack certificate / authorisation 96= Other (specify) **[End of interview]**

M2:N020	**M2:N030**	**M2:N050**							**M2:N060**	**M2:N070**	**M2:N080**	**M2:N090**			**M2:N091**		
	1)	**1**	**2**	**3**	**4**	**5**	**6**	**96**				**1**	**2**	**3**	**1**	**2**	**3**
	2)																

SECTION I. CHALLENGES AT WORKPLACE

Which of the challenges listed did you face at your place of work?

(Read out the challenges listed and record 1 for "Yes" or 2= "No") **If Yes,** how was it addressed?

A) Challenges

1=Yes 2=No

01= Verbal abuse
02= Physical abuse
03= Sexual harassment
04= Neglect
05= Nonpayment of salary
06= Nonpayment of other benefits
07= Delayed payments of salary
08= Delayed payments of benefits
09= Underpayment of salary
10= Fatigue
11= Excess workload/hours
12= Dependants
13= Discrimination (specify).....--------.....
14= Nonpayment of terminal benefits
15= Stress
16= Arbitrary dismissals
17= Maternity/Paternity leave
18= Lack of promotions
19= No payment for overtime
96= Other (specify).....

B) Main ways of addressing challenges

01= Informed HR management
02= Took painkillers
03= Talked to family members
04= Talked to supervisor
05= Informed police/lawyers
06= Informed manager/directors
07= Talked to friend
08= Ignored them
09= Informed the Labour Inspector
10= Reported to Ombudsman/IGG
11= Reported to Public Service Commission
12= Received Counselling and guidance services
13= Sought legal redress
14= Enrolled in Professional Association
15= Encouraged to be a team player
16= Rewarded/given motivation
17= Improved management/leadership skills
18= Undertook Job rotation
19= Not handled/addressed
96= Other (specify)

M2:I010

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	96
A) **Challenge**																				
B) **Ways**																				

End of interview

THANK YOU

1. INTERVIEW RESULTS:

A. Visit 1	B. Visit 2	C. Visit 3	D. Reason for Non-response
Date : ...../...../.....	Date :...../...../.....	Date : ...../...../.....	
1. Fully completed 2. Partially completed 3. Non response 4. Postponed 6. Other (specify)	1. Fully completed 2. Partially completed 3. Non response 4. Postponed 6. Other (specify)	1. Fully completed 2. Partially completed 3. Non response D 4. Postponed 6. Other (specify)	1. Refused 2. No contact 3. Not eligible 6. Other (specify)

2. REMARKS BY INTERVIEWER:

3. REMARKS BY SUPERVISOR:

STRICTLY CONFIDENTIAL

	UGANDA BUREAU OF STATISTICS	THE REPUBLIC OF UGANDA

NATIONAL HUMAN RESOURCESURVEY 2024

TERTIARY INSTITUTION QUESTIONNAIRE

SECTION 1A: IDENTIFICATION PARTICULARS

1. DISTRICT/CITY :	
2.COUNTY/MUNICIPALITY :	
3. SUBCOUNTY/ TOWN COUNCIL/DIVISION :	
4.PARISH/TOWN BOARD/WARD :	
4. VILLAGE/CELL/LC	
5.STREET/ROAD:	
6. PLOT NUMBER:	
7.NAME OF ESTABLISHMENT:	
8. GPS COORDINATES - Latitudes/Eastings	
9. GPS COORDINATES - Longitudes/Northings	
10. UBID CODE	
11. LICENSE NUMBER	
12. ESTABLISHMENT CONTACT:	a) Tel Contact :
	b) Office Email:
13. CONTACT PERSONS :	**Person 1** **Person 2**
a) Name:	
b) Title/position :	
c) Mobile Telephone :	
d) Landline Telephone:	
e) Email:	

THIS SURVEY IS BEING CONDUCTED BY THE UGANDA BUREAU OF STATISTICS UNDER THE AUTHORITY OF THE UGANDA BUREAU OF STATISTICS ACT, 1998

THE UGANDA BUREAU OF STATISTICS
P.O. BOX 7186
KAMPALA,
TEL: +256-414-706000, 230370
Fax: 0414-230370
E-mail:ubos@ubos.org
Website: www.ubos.org

INTRODUCTION AND PURPOSE OF NATIONAL HUMAN RESOURCE SURVEY

Dear Sir/Madam,

My name is _____, I work with Uganda Bureau of Statistics (UBOS). We are collecting data for the National Human Resource Survey 2024.

Purpose of the Inquiry

This inquiry will provide vital information on the characteristics of Uganda's past, current, potential and projected workforce for update of the Human Resource database for evidence based policy formulation, planning and future research.

Authority

The information is collected under the provisions of the **Uganda Bureau of Statistics Act, 1998**. You are requested to complete this form and return to the Bureau as soon as possible. Your cooperation is requested and highly appreciated.

Confidentiality

The information provided on this form will remain **strictly confidential** to the Uganda Bureau of Statistics. It will not be made available to any other person or agency. However, the results of the Inquiry will be shared in aggregate form which will not make it possible for users to infer any information about individual establishment.

Requirements

The ***Chief Executive Officer*** or a designated representative shall provide responses to the questionnaire. Much of the information required for this survey can be obtained from your Human Resource records for the period 2018-2023.

Feedback

Survey results will be disseminated in a national workshop and subsequently posted on the UBOS website: www.ubos.org by the end of September 2024.

Your Faithfully,

Chris N. Mukiza (PhD)
EXECUTIVE DIRECTOR

Please help us monitor and plan for Human Capital Development in Uganda

This questionnaire contains technical terms which are explained in the corresponding manual of instructions. Our interviewers are available for guidance on how to complete this questionnaire.

For further information, Contact:

The Head of Department,	**The Head of Department,**	**The Principal Statistician,**	**The Principal Statistician**
Demography and Social Statistics	Methodology and Project	Methodology and Project	Labour and Social Statistics
Vincent F. Ssennono (PhD)	**Ronald Ssombwe**	**Muminu Matovu Mulindwa**	**Sharon Apio Basala**
Tel: 0773-312-792	Tel: 0775-226-754	Tel: 0702-640-099	Tel: 0782-770-851

SECTION A: GENERAL INFORMATION

INFORMATION TO THIS SECTION MUST BE PROVIDED BY HUMANRESOURCE MANAGER/PERSONNEL MANAGER

In which year did the establishment start operating? (Record YYYY)	What is the legal ownership of this establishment? Government 10 = General Gov't (Central/Local) 11 = Public Corporation 12 = Parastatal/Agency Private 13=Sole Proprietorship 14=Partnership 15=Limited Company (LTD) 16= Public Limited Company (PLT) 17=Limited by guarantee 18=Limited by both share and guarantee 19= Cooperative unions/ Societies/SACCOs 20 = NGO/CSO/CBO 21=Religious Organization 22=Inter-Govt agency (International eg UNFPA, USAID) FOR CODES 10-12, 22>> M3 :A030	Record total **number** of Current owner(s) by nationality	Record total **number** of Current owner(s) by sex	What authority is the institution formally registered with? 11= Ministry of Education and Sports 12= National Council for Higher Education 13= Not registered 96= Other (specify)	What type of **Training** institution is this? 11= Pre-Primary/ Nursery Training Institute 12= Village/ Community Polytechnic 13= Vocational Training 14= Teacher Training College (TTC) 15= Technical Training Institute (TTI) 16= Cooperative College 17= College of Commerce 18= Health Training Institute 19= National Teachers College 20= University 21= Hotel College 22= Social Development College 96=Other (specify)	Does this institution offer only day, weekend, evening and distance learning? 1= Day only 2= Weekendonly 3= Evening only 4=Distance learning only 5=All the above 6=Day and Evening 7=Day, evening and weekend	Does this institution cater for males only, females only or is mixed? 1= Male only 2= Female only 3= Both males and females	What are the major sources of funding for this institution? (**Please indicate the percentage of each to total funding)** 11= Government 12= Donors 13= Shareholders 14= Financial Institution 15= Faith Based Organisations 16=School/tuition fees 96= Other (specify) **(Rank sources with proportions (%))**

M3:A010				**M3:A020**	**M3:A021**		**M3:A022**		**M3:A023**	**M3:A030**	**M3:A040**	**M3:A050**	**M3:A024**						
Y	**Y**	**Y**	**Y**		**Ugandan**	**Non Ugandans (specify nationality)**	**Male**	**Female**					**11**	**12**	**13**	**14**	**15**	**16**	**96**

SECTION B: STAFFING PROFILE AND LABOUR TURNOVER

PART M3:B010: What was the total number of TEACHNING AND NON-TEACHING STAFF by sex for the period JAN.-Dec. [YEAR]?

Category of staff List the job title or category	What [catergory] is the staff category/title? 1=Academic 2=Adminstrative 3=Support staff	**[Give a brief description of each job group]**	ISCO code 4digits	**2023 Jan-Dec**										**2022 Jan-Dec**										**2021 Jan-Dec**									
				TOTAL NUMBER		**EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT** **(excluding regular transfer)**		**TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES**		**TOTAL NUMBER OF STAFF BY NATIONALITY** **A=Ugandan** **B=Non-Ugandan**				**TOTAL NUMBER**		**EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT (excluding regular transfer)**		**TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES**		**TOTAL NUMBER OF STAFF BY NATIONALITY** **A=Ugandan** **B=Non-Ugandan**				**TOTAL NUMBER**		**EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT (excluding regular transfer)**		**TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES**		**TOTAL NUMBER OF STAFF BY NATIONALITY** **A=Ugandan** **B=Non-Ugandan**			
				M	**F**	**M**	**F**	**M**	**F**	**A**		**B**		**M**	**F**	**M**	**F**	**M**	**F**	**A**		**B**		**M**	**F**	**M**	**F**	**M**		**A**		**B**	
										M	**F**	**M**	**F**							**M**	**F**	**M**	**F**						**F**	**M**	**F**	**M**	**F**
11	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**31**	**32**	**33**	**34**	**35**	**36**	**37**	**38**	**39**	**40**	**41**	**42**	**43**	**44**
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SECTION B1 PART M3: B010:. STAFFING PROFILE AND LABOUR TURNOVER .....CONTINUED

Category of staff List the job title or category	What [catergory] is the staff category/ title? 1=Academic 2=Adminstrative 3=Support staff	**[Give a brief description of each job group]**	ISCO code 4digits	**2020 Jan-Dec**										**2019 Jan-Dec**										**2018 Jan-Dec**									
				TOTAL NUMBER		**EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT (excluding regular transfer)**		**TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES**		**TOTAL NUMBER OF STAFF BY NATIONALITY A=Ugandan B=Non-Ugandan**				**TOTAL NUMBER**		**EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT (excluding regular transfer)**		**TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES**		**TOTAL NUMBER OF STAFF BY NATIONALITY A=Ugandan B=Non-Ugandan**				**TOTAL NUMBER**		**EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT (excluding regular transfer)**		**TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES**		**TOTAL NUMBER OF STAFF BY NATIONALITY A=Ugandan B=Non-Ugandan**			
				M	**F**	**M**	**F**	**M**	**F**	**A**		**B**		**M**	**F**	**M**	**F**	**M**	**F**	**A**		**B**		**M**	**F**	**M**	**F**	**M**		**A**		**B**	
										M	**F**	**M**	**F**							**M**	**F**	**M**	**F**						**F**	**M**	**F**	**M**	**F**
CAPI to pick from col 11-14				**46**	**47**	**48**	**49**	**50**	**51**	**52**	**53**	**54**	**55**	**56**	**57**	**58**	**59**	**60**	**61**	**62**	**63**	**64**	**65**	**66**	**67**	**68**	**69**	**70**	**71**	**72**	**73**		
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96																																	

SECTION B: STAFFING PROFILE AND LABOUR TURNOVER (Cont'd)

In the **LAST YEAR (2023)**what was the most common reason for staff turnover among **MALE** employees? 01=Low pay compared to other institutions 02=Poor working conditions 03=Late payment 04=Lack of amenities for staff eg housing 05=Marital 06=Dismissal 07= Hard to reach areas 08= No written contract/appointment letter 09= Discrimination of employees 10= Abscondment from duty 11= Retirement 12= Sexual harassment 13=Transfers 14=End of contract 15=Change in Technology 97=Not applicable 96=Others (specify)	In the **LAST YEAR (2023)**what was the most common reason for staff turnover among **FEMALE** employees? 01=Low pay 02=Poor working conditions 03=Late payment 04=Lack of amenities for staff 05=Marital 06=Dismissal 07= Hard to reach areas 08= No written contract/appointment letter 09= Discrimination of employees 10= Abscondment from duty 11= Retirement 12= Sexual harassment 13= Pregnancy 14=Transfers 15=End of contract 16= Change in Technology 97=Not applicable 96=Others (specify)
M3:B030	**M3:B040**

Sr.No	Category of staff List the job title or category in this establishment	What [catergory] is the staff category/title? 1=Academic 2=Adminstrative 3=Support staff	**[Give a brief description of each job group]**	ISCO code 4digits	How many posts are available for this job?	What is the minimum education required for this job? 1= PHD 2= Masters 3= Postgrad= Diploma 4= Bachelor's Degree 5= Diploma 6= Certificate 96= Other (specify)	**Total Filled Posts**				How many employees in this job do not have required qualification?		How many vacancies are available for this job?	What is the average amount paid to an employee in this job as salaries/ wages per **month**?	What is the average amount paid to an employee in this job as allowances per month	How many were working part time ?		On average, How many **hours** do employees in this **category** usually work per week?
							Ugandan		**Non-Ugandsn (specify Country)**									
							M	**F**	**M**	**F**	**M**	**F**				**M**	**F**	
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(7)**	**(8)**	**(9)**	**(10)**	**(11)**	**(12)**	**(13)**		**(14)**	**(15)**	**(16)**	**M**	**F**	**(19)**
CAPI to pick from col 11-14																		
11																		
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13																		
14																		
‘’																		
‘’																		
96																		

SECTION C: INSTITUTIONAL STAFFING CAPACITY

PART M3:C010: Please indicate by job designation, category, total number of posts, minimum education required and the number of filled posts by citizenship and sex and gross remuneration as of31st December 2023

SECTION C: INSTITUTIONAL STAFFING CAPACITY FORECAST

PART M3:C030: What is the number of staff and qualification required for future employment (human resource forecast) give reasons for future numbers ?

What are the forecasted job designations/ Titles?	What category is forecast job? 1=Academic 2=Adminstrative 3=Support staff	**Give a brief description of each job group**	ISCO code 4digits	What is the minimum education level/ qualification required? 11 = PhD 12 = Masters 13= Post Graduate Diploma 14= Bachelor's Degree 15= Diploma 16= Certificate 17= NONE 96 = Other (specify)	What Skills are required? 11= Managerial skills 12= Technical skills 13= Entrepreneurial skills 14= Language skills 15= Customer care 16= Innovativeness / creativity 17= IT skills 18= Didactics / teaching skills 19= Communication skills 96= Other (specify)	How many such employees are/will be required for this job in **[YEAR]** and what is the cause of the vacancy? **Reasons** 11= Expansion 12= Change in technology 13= Attrition/staff left 14= Budget constraint 96 = Other **[Write No. of employees and code of reason. If '96' for Others, write brief reason]**									
						2024		2025		2026		2027		2028	
						No.	Reason	No.	Reason	No.	Reason	No.	Reason	No.	Reason
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**	**(10)**	**(11)**	**(12)**	**(13)**	**(14)**	**(15)**	**(16)**
CAPI to pick from col 11-14															
11															
12															
''															
96															

SECTION C: INSTITUTIONAL STAFFING CAPACITY FORECAST

PART M3:C030: What is the number of staff and qualification required for future employment (human resource forecast) give reasons for future numbers ?

Do you currently envisage hiring non-Ugandans? 1=Yes 2= No >> **M3:G053**	If Yes, Why? (Multiple answers possible, rank) 1= Cheaper 2= Better qualified 3= Experienced 4=More efficient 96=Other (specify)	From which countries / regions? (rank **three** most important) 1= EAC 2= Other African 3= Europe 4= Americas 5= Asia 6= Oceania **[>> M3:G010]**	**IF NO**, Why don't you envisage hiring non-Ugandans? (Multiple answers possible, rank three most important) 1= No need 2= Regulations 3= Not acquainted with non-Ugandans 4= Language problems 5= Problems of sourcing / hiring 6= Cultural problems 7=Expensive 96= Other (specify)
M3:G050	**M3:G051**	**M3:G052**	**M3:G053**

	1ST	2ND	3RD	1ST	2ND	3RD	1ST	2ND	3RD

SECTION G: SOURCING FOR REQUIRED STAFF

How do you source personnel to fill vacant posts? 11=Media advertisements 12=Own webpage/ Internet 13= Employment Registration systems 14= Job agents / bureaus 15= Friends/relatives 16= Training institution 17= Notice boards 18= Management outsourcing 19= Private Bureaus 20=Social media 21= Use database of previous employees 22= Internal advert 96= Other(specify) **[You must provide an answer to all the options: Record '1' for YES and '2' for NO against each of the options]**	In the last year, have you advertised any post? 1=Yes 2= No>> **M3:H010**
M3:G010	**M3:G020**

11	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**96**	

PART M3:G030 **Please indicate the job titles that fell vacant in the past 12 months, number of such vacancies advertised in the past 12months, number of applicants and the number filled through the process of advertising**

What are the job titles or job descriptions that fell vacant in the past 12 months?	What category is this job? 1 = Academic 2 = Administrative 3= Support staff	What are the occupations or categories of jobs that were advertised?		**ISCO CODE**				How many [JOB TITLE] were vacant ?	Of the job titles that fell vacant, how many were advertised?	How many applications were received ? **If no body applied enter '0'**	How many posts were filled through the advertising process? ***If no post filled through advertising process enter '0'***
(1)	**(2)**	**(7)**		**(8)**				**(3)**	**(4)**	**(5)**	**(6)**
		Title	**Description of task**								

SECTION H: CAPACITY UTILIZATION AND RELEVANCE OF TRAINING

PART M3:H010: Available academic programmes, Enrollment capacity, actual Enrollment, number of those who applied, and the number of students who dropped out by programme for students who completed in 2023:

Sr.No.	Pro-gramme	Duration of pro-gramme in 2023 Months	Average unit cost charged per year **(Tuition + admin)**	What was the enrollment capacity for this course in 2023?	Number of students enrolled in 2023 in [.....]										Number of students enrolled in 2023				% that dropped out in 2023	Main reason for dropping out in 2023		No. that graduated/ completed in 2023			
					1ST Year			2ND Year	3RD Year		4TH Year		5TH Year		Ugandan		Non Ugandans					Ugandan		Non ugandan	
					M	F	M	F	M	F	M	F	M	F	M	F	M	F		M	F	M	F	M	F
(1)	**(2)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**	**(10)**	**(11)**	**(12)**	**(13)**	**(14)**	**(15)**	**(16)**	**(17)**	**(18)**	**(19)**	**(20)**	**(21)**	**(22)**	**(23)**	**(24)**	**(25)**	**(26)**	**(27)**
1																									
2																									
‘’																									
‘’																									

Codes for col 22 and col 23: 1= Tuition 2= Discipline 3= Poor performance 4= Local demand for labour 5= Insecurty 96= Other (specify)

SECTION H: CAPACITY UTILIZATION AND RELEVANCE OF TRAINING CT'D

PART M3:H020: Available academic programmes, Enrollment capacity, actual Enrollment, number of those who applied, and the number of students who dropped out by programme for students who completed in 2022:

Sr.No.	Pro-gramme	Duration of programme in 2022 Months	Average unit cost charged per year **(Tuition + admin)**	What was the enrollment capacity for this course in 2022?	Number of students enrolled in 2022 in [.....]										Number of students enrolled in 2022				% that dropped out in 2022	Main reason for dropping out in 2022		No. that graduated/completed in 2022			
					1ST Year		2ND Year		3RD Year		4TH Year		5TH Year		Ugandan		Non Ugandan				Ugandan		Non ugandan		
					M	F	M	F	M	F	M	F	M	F	M	F	M	F		M	F	M	F	M	F
(1)	**(2)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**	**(10)**	**(11)**	**(12)**	**(13)**	**(14)**	**(15)**	**(16)**	**(17)**	**(18)**	**(19)**	**(20)**	**(21)**	**(22)**	**(23)**	**(24)**	**(25)**	**(26)**	**(27)**
1																									
2																									
3																									
4																									

Codes for col 22 and col 23: 1= Tuition 2= Discipline 3= Poor performance 4= Local demand for labour 5= Insecurty 96= Other (specify)

SECTION H: CAPACITY UTILIZATION AND RELEVANCE OF TRAINING CT'D

PART M3:H030: Available academic programmes, Enrollment capacity, actual Enrollment, number of those who applied, and the number of students who dropped out by programme for students who completed in 2021:

Sr.No.	Programme	Duration of programme in 2021 Months	Average unit cost charged per year **(Tuition + admin)**	What was the enrollment capacity for this course in 2021?	Number of students enrolled in 2021 in [.....]										Number of students enrolled in 2021				% that dropped out in 2021	Main reason for dropping out in 2021		No. that graduated/ completed in 2021			
					1ST		2ND		3RD		4TH		5TH		Ugandan		Non Ugandan				Ugandan		Non ugandan		
					M	F	M	F	M	F	M	F	M	F	M	F	M	F		M	F	M	F	M	F
(1)	**(2)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**	**(10)**	**(11)**	**(12)**	**(13)**	**(14)**	**(15)**	**(16)**	**(17)**	**(18)**	**(19)**	**(20)**	**(21)**	**(22)**	**(23)**	**(24)**	**(25)**	**(26)**	**(27)**
1																									
2																									
3																									

Codes for col 22 and col 23: 1= Tuition 2= Discipline 3= Poor performance 4= Local demand for labour 5=Insecurity96= Other (specify)

SECTION H:CAPACITY UTILIZATION AND RELEVANCE OF TRAINING (*Cont'd)*

Do the following affect capacity utilization in your institute? 01=Lack of teaching materials 02=Physical facilities (building) etc 03=Lack of qualified staff 04=Financial/Budget constraints 05=Lack of clients/students 06=Lack of power/energy 07= Lack of water 08= Research 09= Relevance of courses 10= Professional body requirements 96= Other (specify) **Read out one at a time and record 1=Yes, 2=No against each option.** b) **If more than 1 Yes, rank top 3**	Do you conduct Tracer studies? 1=Yes 2= No >>**M3:H070**	How long does it take for a former student to get employment? 1= Up to 6 months 2= 7 – 12 months 3= More than12 months	How do you ensure relevance of your training Programmes to the labour market? 01= Curriculum review with employers 02= Curriculum review with national center for curriculum dev't/council for higher education 03= Industrial attachment 04= Labour market studies 05= Experience in profession 96= Other (Specify) **[You must provide an answer to all the 7 options. Write '1' for YES and '2' for NO against each of the options]**
M3:H040	**M3:H050**	**M3:H060**	**M3:H070**

	01	02	03	04	05	06	07	08	09	10	96
A. **CODE**											
B. **RANK**	1st			2nd				3rd			

Does your institution offer distance learning (ODEL)? 1=Yes 2= No >> **M3 :I020**	If Yes, list 5 popular courses offered 1)_____ 2)_____ 3)_____ 4)_____ 5)_____
M3:H080	**M3:H081**

01	02	03	04	05	06	96

SECTION I & J: MEMBERSHIP TO PROFESSIONAL BODIES & GENDER

MEMBERSHIP TO ORGANIZATIONS/ ASSOCIATIONS					GENDER								
Is your institution a member of any organization/ association? 1=Yes 2= No>> **M3:I060**	What are the names of organizations or associations your establishment belongs to?	In the past 12 months, have you received any cooperation or assistance from the organization/ association? 1=Yes 2= No>> **M3 :I060**	**If Yes,** what type of assistance?	Is your institution affiliated to another training institution? 1=Yes 2= No	Does your organization have a gender policy? 1=Yes 2= No	Does your organisation practice preferential treatment due to sex? 1=Yes 2= No>> **M3: K010**	Does this practice involve the following policy? **[Read out:You must provide an answer to all the options= Write '1' for YES and '2' for NO against each of the options]** **1=Yes2=No** 11= Quota of management positions for women 12= Overall quota for women 13= Preferential recruitment for women 14= Preferential recruitment for men 15= Maternity/paternity leave 16= Differential retirement age 17= Differential payment 96= Others (specify)						
M3 :I020	**M3 I030**	**M3 :I040**	**M3 :I050**	**M3 :I060**	**M3:J010**	**M3:J020**	**M3:J030**						
	1)						**11**	**12**	**13**	**14**	**15**	**16**	**17**	**96**
	2)													
	3)													

SECTION K& L: HIV/AIDSAND DISABILITYPOLICY AT WORKPLACE & USE OF ICT

HIV/AIDSAND DISABILITYPOLICY AT WORKPLACE														USE OF ICT																					
Do you have an HIV and AIDS policy in your workplace ? 1= Yes 2= No>> **M3:K030**	**Does the HIV and AIDS policy at the work-place entail/ contain the following?** 1=VCT services 2=Free ARVs for workers who are HIV+ 3=Free condom distribution for workers 4=Free food rations for workers who are HIV+ 5=Workers' rights 6=Others (specify) **[Read out: You must provide an answer to all the options. Write '1' for YES and '2' for NO against each of the options]**						Do you have a disability policy in your workplace ? 1= Yes 2= No>> **M3:L010**	Does the Disability policy entail/contain provisions of the following For PWDs? 1=Rumps for movement 2=Specials parking 3=Braille 4=Preferential treatment during recruitment 5=Consideration during promotions 6=Other(specify)						Has your organisation introduced use of ICT to improve a given business process/ operation? 1= Yes 2= No>> **Next section (M1: M010)**	Where is the ICT being used? **[Read out:You must provide an answer to all the options. Write '1' for YES and '2' for NO against each of the options]** 11=Production 12=Marketing 13=Human resource management 14=Communication 15=Records management 16 = Accounting/Finance 17= Planning/Budgeting 18= Teaching 19= Research 20= E-learning 21=Recruitment 96=Others (specify)											According to your opinion how has the use of ICT affected the following? **(READ ALL)** 11=Production 12=Marketing 13=Human resource management 14=Communication 15=Records management 16 = Accounting/Finance 17= Planning/Budgeting 18= Teaching 19= Research 20= E-learning 21=Recruitment 96=Others (specify) **Reponse codes** 1 = Increased/improved 2 = Decreased/worsened 3 = No effect 7 = Not applicable								
M3 :K010	**M3:K020**						**M3 :K030**	**M3 :K031**						**M3:L010**	**M3:L020**											**M3:L030**								
	1	**2**	**3**	**4**	**5**	**6**		**1**	**2**	**3**	**4**	**5**	**6**		**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**96**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**96**

SECTION M: STAFF EXITAND EXIT ARRANGEMENT

Are there staff who exited in 2023? 1= Yes 2= No>> **M1: M030**	What staff occupations exited last year? **OCCUPATION** 1= Managers 2= Professionals 3= Technical and associate professionals 4 = Clerical support workers 5 = Services and sales 6 = Craft & related trade workers 7 = Plant & machinery operators 8= Elementary occupation 96 = Others (specify) **[write 1 for 'yes' and 2 for 'no' against each of the options]**	What categories of staff exited last year? 1=Academic 2=Adminstrative 3=Support staff **[write 1 for 'yes' and 2 for 'no' against each of the options]**	What were the reasons for staff exit **REASONS** 1= Production Retirement 2= Health attainment 3= Abscondment 4= Resignation 5= Dismissal 6= Expulsion 7= Lay-off 8= Redundancy 96= Others (specify) **[write 1 for 'yes' and 2 for 'no' against each of the options]** **If there is more than one yes '1' for reason, rank top 3**	Do your organisation have any programme to prepare staff for exit? 1= Yes 2= No>> **Next section**	What programmes are there in your organisation to prepare staff for exit? 1=Career guidance and counselling 2=SACCOs for staff 3=NSSF contributions 4=Pension 5=Gratuity 6 . Exit preparation training 7= Early retirement incentive and benefits 96= Others (specify) **[write 1 for 'yes' and 2 for 'no' against each of the options]**
M1: M010	**M1: M020**	**M1: M020b**	**M1: M021**	**M1: M030**	**M1: M040**

	1	2	3	4	5	6	7	8	96	1	2	3	1	2	3	4	5	6	7	8	96		1	2	3	4	5	6	7	96
										RANK			**1st**			**2nd**			**3rd**											

SECTION N : CORPORATE SOCIAL RESPONSIBILITY ISSUES

Is your organisation aware of problems/ thorny issues that trouble its close community? 1= Yes 2= No	Have you ever heard about "Corporate Social Responsibility" before? 1= Yes 2= No	Does your organisation have a corporate social responsibility policy or programme? 1= Yes 2= No>> **End interview of this module**	Has your organisation been supporting the **community** in any of the following activities (**not its employees and/ or its family members**)? **Write '1' for YES and '2' for NO against each of the options** 11= Sport activities 12= Cultural activities 13= Health care 14= Education 15= Environmental protection- ecological activities 96= Others (specify)

M1: N010	**M1: N020**	**M1: N030**	**M1: N050**					
			11	**12**	**13**	**14**	**15**	**96**

SECTION 1B: STAFF DETAILS AND SURVEY TIME

1. NAME OF INTERVIEWER

2. DATE OF INTERVIEW — DD MM YYYY

3. NAME OF SUPERVISOR

4. DATE OF CHECKING — DD MM YYYY

5. NAME OF EDITOR

6. DATE OF INSPECTION — DD MM YYYY

7. INTERVIEW RESULTS:

A. Visit 1	B. Visit 2	C. Visit 3	D. Reason for Non-response
Date : ...../...../.....	**Date :**...../...../.....	**Date :** ...../...../.....	
1= Fully completed 2= Partially completed 3= Non response 4= Postponed 6= Other (specify)	1= Fully completed 2= Partially completed 3= Non response 4= Postponed 6= Other (specify)	1= Fully completed 2= Partially completed 3= Non response D 4= Postponed 6= Other (specify)	1= Refused 2= No contact 3= Not eligible 6= Other (specify)

8. REMARKS BY INTERVIEWER

9. REMARKS BY SUPERVISOR:

END OF INTERVIEW

THANK YOU

END TIME

UGANDA BUREAU OF STATISTICS

THE REPUBLIC OF UGANDA

NATIONAL HUMAN RESOURCESURVEY 2024

INFORMAL SECTOR QUESTIONNAIRE

1. DISTRICT/CITY :	
2.COUNTY/MUNICIPALITY :	
3. SUBCOUNTY/ TOWN COUNCIL/DIVISION :	
4.PARISH/TOWN BOARD/WARD :	
5. VILLAGE/CELL/LC1	
6.STREET/ROAD:	
7. PLOT NUMBER:	
8.NAME OF ESTABLISHMENT :	
9. GPS COORDINATES - Latitudes/Eastings	
10. GPS COORDINATES - Longitudes/Northings	
11. UBID CODE	
12. ESTABLISHMENT CONTACT :	a) Tel Contact :
	b) Office Email:
13. CONTACT PERSONS :	**Person 1** **Person 2**
a) Name:	
b) Title/position :	
c) Mobile Telephone :	
c) Email:	

THIS SURVEY IS BEING CONDUCTED BY THE UGANDA BUREAU OF STATISTICS UNDER THE AUTHORITY OF THE UGANDA BUREAU OF STATISTICS ACT, 1998.

INTRODUCTION AND PURPOSE OF NATIONAL HUMAN RESOURCE SURVEY

Dear Sir/Madam,

My name is _____, I work with Uganda Bureau of Statistics (UBOS). We are collecting data for the National Human Resource Survey **2024.**

Purpose of the Inquiry

This inquiry will provide vital information on the characteristics of Uganda's past, current, potential and projected workforce for update of the Human Resource database for evidence-based policy formulation, planning and future research.

Authority

The information is collected under the provisions of the **Uganda Bureau of Statistics Act, 1998**. You are requested to complete this form and return to the Bureau as soon as possible. Your cooperation is requested and highly appreciated.

Confidentiality

The information provided on this form will remain **strictly confidential** to the Uganda Bureau of Statistics. It will not be made available to any other person or agency. However, the results of the Inquiry will be shared in aggregate form which will not make it possible for users to infer any information about individual establishment.

Requirements

The ***Chief Executive Officer*** or a designated representative shall provide responses to the questionnaire. Much of the information required for this survey can be obtained from your Human Resource records for the period 2018-2023.

Feedback

Survey results will be disseminated in a national workshop and subsequently posted on the UBOS website: www.ubos.org by the end of September 2024.

Your Faithfully,

Chris N. Mukiza (PhD)

EXECUTIVE DIRECTOR/CHIEF STATISTICIAN

Please

help us monitor and plan for Human Capital Development in Uganda

This questionnaire contains technical terms which are explained in the corresponding manual of instructions. Our interviewers are available for guidance on how to complete this questionnaire.**For further information, Contact:**

The Head of Department,	**The Head of Department,**	**The Principal Statistician,**	**The Principal Statistician,**
Demography and Social Statistics	Methodology and Project	Methodology and Project	Labour and Social Statistics
Vincent F. Ssennono (PhD)	**Ronald Ssombwe**	**Muminu Matovu Mulindwa**	**Sharon Apio Basala**
Tel: 0773-312-792	Tel: 0775-226-754	Tel: 0702-640-099	Tel: 0782-770-851

SECTION A. GENERAL PERSONAL INFORMATION ON EMPLOYER

(only to be filled if interview is with OWNER)

No.	Question	Options	Code
M51:A010	Name of owner (optional)	.....	
M51:A020	Sex	1. Female 2. Male	☐
M51:A030	Age in completed years ***If age is greater than 95, record 95***		☐☐
M51:A050	Nationality	1.Ugandan **>> M51:A060** 2. Kenyan 3. Rwandan 4. Tanzanian 5. Burundian 6.South sudanese 7.DRC.Congoles 8. The rest of Africa (specify) 9. The rest of the world (specify)	☐ .....
M51:A051	Refugee/asylum seeker	Are you a refugee/asylum seeker? 1=Yes 2=No	☐
M51:A060	What is the highest level of formal education you have completed?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level 06.Certificate level 07.Secondary-A Level 08.Secondary-O Level 09.Primary 96. Other (*specify*) 10. Never been to school	☐☐ FOR CODES 07-10>> M51:A060a .....

M51:A070	Please indicate the field of Specialization	.....		***ISCED Code-Level 3***
M51:A060a	In which year did you complete your highest level of formal education?			Year
a	What is your current [.....] occupation / job title in this establishment?	M51:A110 Main a) Title b) Description of task	M51:A120 Secondary .... 997.Not applicable	
b	***ISCO-Level 4***			
M51:A140	Does your current occupation match your official education / training (certificate / degree)?	1=Yes 2=No, overeducated 3=No, undereducated 9= Not applicable (no training)		
M51:A140a	Would you haveliked to change the current employment situation?	1. Yes>> M51:A150 2. No		
	Why don't you want to change your current employment situation? Record main reason	11= Family / dependents / friends 12= Different culture 13= Too risky 14= Language problems 15= Lack skills / competence 16= Lack certificate / authorisation 96= Other (specify)		

Previous working experience

Do you have any previous working experience? 1. Yes 2. No>> M51:B010	What was your previous occupation ? **(ISCO)** **STARTING WITH THE LATEST, RECORD title, description of main task and ISCO code**		What was the institutions or establishment's main activity? **(description in at least two words)**	What was your status in employment? 1.Employer 2.Independent workers without employees 3.Dependent contractors 4.Employees 5.Contributing family workers	How many years did you spend on this job? **(if less than one year 00)**	Was the Job matching yourqualification. 1=Yes 2=No, overeducated 3=No, underqualified 9= Not applicable (no training)
M51:A150	No:	M51:A150a	M51:A150b	M51:A150c	M51:A150d	M51:A150e
	1	Title				
		Description of task in atleast two words	Description of main activity			
		ISCO code	ISIC code			
	2					
	3					

SECTION B. ESTABLISHMENT INFORMATION

M51:B010a What type of businness/enterprise is this? 1. Household based2.Non household based (Do not ask the respondent this question)

SECTION B1: REGISTRATATIONSTATUS (only to be filled if interview with OWNER)

No.	Question	Options	Code	Go to
M51:B010	When did you start this establishment?	(mm,yyyy)	M M Y Y	Y Y
M51:B070	Is the business registered with the Registrar of Companies (URSB) ie does the enterprise have any license to operate?	1. Yes 2. No	**IF 2 go toM51:B060a**	
M51:B080	Under what license does the business operate?	1.Trade License 3.Patent 4.Provisional authorization 96. Other (specify)		
M51:B030	What is the legalstatus of your establishment	1.Sole proprietorship 2.Limited by share(Ltd) 3.Limited by guarantee 4 Limited by both share and guarantee 5.Unlimited 6.Religion 7.NGO 96.Other(specify)	**Codes 1-96>>**M51:B080a	
M51:B060a	**If not registered,**why don't you want toregister your enterprise? **Record 1 if mentioned else record 2**	1 .In the process of being registered 2.Do not need to register my business 3.Do not know if I have to register 4.Too many requirements to completeregistration 5.Have to pay too much to register 6.Could be bad for my business 96.Other(specify) *1= YES 2= NO*	1 2 3 4 5 6 96	

M51:B060b	**If not registered,** what would motivate you to register? **Record 1 if mentioned else record 2**	1.Ashort registration process 2.Low registration fees 3.Acess to finance i.e loans, financial assistance 4.Better chances of selling to state enterprise/ private companies 5.Eligibility for support programs 6. publicty/ awareness compaigns 7.Dont know 96. Others specify *1= YES 2= NO*	1 2 3 4 5 6 7 96	
M51:B061	Are there plans to register/re-register your enterprise with the Registrar of Companies (URSB)?	1. Already in the process 2. Yes, in the near future 3. No plans 4. Not sure		
M51:B062	Are there plans to register/re-register your enterprise at URA?	**1.** Already in the process **2.** Yes, in the near future **3.** No plans **4.** Not sure		
M51:B080a	Do you pay any of the following taxes/social Contributions? **(Read out the options and record1=Yes or2=No)**	1 .VAT 2 .Pay as you Earn 3. Income tax 4. NSSF 96.Other	1 2 3 4 96	

No.	Question	Options		Code	Go to
M51:B020	What are the MAIN goods and services produced or activities performed in your establishment? **If more than one activity please start with the main activity in column one**	Main activity 1	.....	ISIC code for office use	
		Main activity 2	.....	ISIC code for office use	
M51:B021	Do you have any branch office(s) or branch outlets for your products/ services?	1= Yes 2= No>> M51:C040			

M51:B022	How many branches do you have?		
M51:B040	Do you keep written records/business records?	1. Yes>> M51:B031a 2. No	
M51:B050	Why don't you keep records?	1. Records not necessary 2. Lack of skills 3. Lack of finances 96. Other (specify)	.....
M51:B031a	Does this establishment have any shareholders?	1.Yes 2.No>>B040	
M51:B031	Please record the number of shareholders by nationality, sex and refugee status.		
M51:B040	Where do you mainly undertake your business?	01. Workspace in/attached to home 02. Independent from home 03. At home with no special working space 04. Factory, office, workshop, kiosk 05. Home or workplace of client 06. Construction site 07. Market stall/ trade fair 08. Satelite market 09. Street/pavement with fixed post 10. Hawking 11. No specified place 96. Other (specify)	.....
M51:B050	What is ownership status of the premises where this business is undertaken?	11. Fully owned 12. Joint ownership 13. Permitted by others to use site 14. Rented 15. Donated by the Government 16. Donated by Local authority 17. Not Applicable/no premises 96. Other (specify)	.....

	Male	Female	Total	Refugee/ asylum seeker
Ugandan				
Other country specify)				
Total				

M51:B090	What types of utilities are available to your business?	11. Water 12. Electricity 13. Toilet / pit latrine 14. Waste disposal 96. Other (specify)..... **(Read out each modality and record *1=YESor2= NO*)**	11 ☐ 12 ☐ 13 ☐ 14 ☐ 96 ☐ **If 2 to all skip M51:B110**	
M51:B091	Which is the MAIN source of the availableutilities?	11. Water 12. Electricity 13. Toilet / pit latrine 14. Waste disposal 96. Other (specify **(Read out each modality and respond by 1=Public/Gov't 2=Private 7=Not applicable)**	11 ☐ 12 ☐ 13 ☐ 14 ☐ 96 ☐	
M51:B110	Does your business easilyaccess the following services? **Read all and record** ***1= YESor2= NO* as appropriate**	11. Postal Services 12. Banking and Financing 13. Telephone 14. Internet 15. Transport 96. Other (specify) ..... *1= YES 2= NO*	11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 96 ☐	
M51:C010	On average, how many hours does your business usually operate per DAY?		☐☐	
M51:C011	On average, how many hours does your business usually operate per NIGHT (if any)?		☐☐	
M51:C020	On avergae, How many days per week does your business usually operate?		☐	

SECTION D. EMPLOYEE CHARACTERISTICS AND TURNOVER: Record total number of employees in a given year, those who left before end of contract and new staff by sex and nationality

Category of staff **List the job title**	Give a brief description of the task/duties performed by (job title) in at least two words	ISCO code 4digits	**2023 Jan-Dec**									
			TOTAL NUMBER OF POSITIONS		**EMPLOYED BUT LEFT BEFORE END OF EMPLOYMENT CONTRACT** **(excluding regular transfer)**		**TOTAL NUMBER OF STAFF WHO WERE NEW EMPLOYEES**		**TOTAL NUMBER OF STAFF BY NATIONALITY**			
						Ugandan		**Non-Ugandsn (specify Country)**				
			M	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**
11	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**
01												
02												
03												
‘’												
96												

SECTION F: LABOUR

No.	**Question**	**Options**	**Code**	**Go to**
M51 :D010	How many persons including yourself worked in your business even if for just one hour during the **last month of operation**?	**a.** TOTAL b. How many wage earners	M / F / T a b	
M51 :D020	How many persons are currently engaged in this establishment?	RECORD number by sex	M / F / T	

M51:F012. Characteristics of those who are currently working in your business

Name	Sex 1- Male 2- Female	Age (Yrs)	What is the highest level of formal education [NAME] completed? 01. PhD/Doctorate 02. Master's Degree 03. Post Graduate Diploma 04. Bachelors 05. Diploma level 06. Certificate level (TVET) 07. Secondary-A Level 08. Secondary-O Level 09. Primary 96. Other (*specify*) 10. None	**If codes 01-06 in Col. 4** What field of study did [NAME] specialize in?		Employment status 1. Employer 2. Independent workers without employees 3. Dependent contractors 4. Employee 5. Contributing family workers	Contract 1= Written contract 2= Oral contract	What is the duration of your contract? 1= less than one month 2= one month to less than 3 months 3= 3 months to less than 6 months 4= 6 months to less than 12 months 5= 12 months to less than 36 months 6= 36months and above 7= Don't know 8= Not specified	Payment mode 1- Fixed monthly salary/wage 2-Fixed weekly salary/wage 2- Daily or per hour of work 3- Per job/task basis 4- Commission 5- Profit share 6- In kind payment 7- No payment	In the last month, how much were you paid ? **(UGX)**	Total working hours **Per month**
				Description	**ISCED Code**						
(1)	(2)	(3)	(4)	(5a)	(5b)	(6)	(7)	(8)	(9)	(10)	(11)

No.	Question	Options	Code	Go to
M51 :D040	What is the major factor that influences the number of persons engaged in your establishment?	11. Increased or decreased demand 12. Apprenticeships 13. Location (move to other site, space) 14. Access to external financical support 16. Introduction of new products / services 17. Introduction of new technology 96. Other (specify)	☐	
M51 :D060	What skills / qualifications are in general lacking among your staff? **(Multiple answers possible, rank three most important)**	11.Managerial skills 12. Technical skills 13. Entrepreneurial skills 14. Language skills 15. Customer care 16. Innovativeness / creativity 17. IT skills 18. Didactics / teaching skills 19. Communication skills 97 .None/ Not applicable 96.Other (specify)	1st ☐ 2nd ☐ 3rd ☐	
M51 :D071	Which challenges do you face that limits training of your staff? **(Multiple answers possible, rank three most important)**	11.Inadequate facilities (space) 12.Inadequate materials 13.Shortage of skilled trainers 14.Time off for the trainees 15.Lack of fund 96. Other(specify) 97. No challenge/Not applicable	1st ☐ 2nd ☐ 3rd ☐	

SECTION E: CAPITAL / REVENUE

No.	Question	Options	Code	Go to
M51 :E010a	What was the main reason you chose this buisiness activity	1.Existing capital (eg land cash buildings and equipment) 2.lack of other job opportunity 3.Family tradition/ culture 4.Low start up cost 5.Demand 6.It is the profession/skill I know 7.Conditioned by the money lender/ the benefactor 96. Others specify		
M51 :E010	What was the major source of your start-up and Running capital for your business?	01. Own saving/Retained profits 02. Loans from friends/relatives/SACCOS/ circles(cash rounds) 03. Contributions from others 04. Loans from commercial banks 05. Informal money lenders 06. Government lending agencies 07. Micro finance institutions 08. Public share issuing 09. Inheritance 10.Borrowing from supplier 11. Don't know 96. Other (specify)	Start- up ..... Running	If 2 - 11è E020a
M51 :E020	If own saving, what was the major source?	1. Previous employment public sector 2. Previous employment in private sector 3. Sale of farm products 4. Sale of assets (cattle, property) 96. Other (*specify*)	.....	

M51 :E020a	What were the **Three** most important problems in setting up the business? **(Rank in order of importance & Select from the options provided)**	1.Obtaining start-up capital 2. Obtaining technical know-how and skills 3. Accessing raw materials 4. Finding Clients/Market 5. Government rules/regulations 6. Obtaining Water 7.Obtaining Electricity 8.Obtaining Space /premises 9.Obtaining transport 10.Obtaining Other 11.Insecurity/ theft 96. Others (Specify) 13.No problem	1 | 2 | 3 | | | | | | | |	
M51 :E020b	What are the **Three** main problems in running/expanding this enterprise? **(Rank the problems in order if importance)**	*1.Lack of customers/marketing* 2.Access to finance 3.Economic factors(Profitability) *4.Non-payment of debts* *5.Lack of raw materials/irregular supply* *6.Increased competition* *7.Difficulties with existing government regulations/law* *8.High taxes and license fees* *9.Transport cost* *10.Poor transport system* *11.Crime/safety* *12.Lack of skilled personnel* *13.Labour regulations* *14.High labour turnover* *15.Lack of management skills* *16.Lack of space/land* *17.Access/cost of energy* 18.Access/cost of water 19.Lack of capital equipment 20.Technical(Machine brake down) *21.No new technology* *22.Customs and trade regulations* 96.Others specify	Running: 1 | 2 | 3 — Expanding: 1 | 2 | 3 | | | | | |	
M51 :E020c	Does the enterprise experience competition from the informal AND formal sector?	1.Yes 2.No	[ ]	If 2 è E030

M51 :E020d	Who are your competitors? **Record 1 if mentioned else record 2**	11.Manufacturers 12.Wholesellers 13.Retail traders 14.Household/individuals 15.Hawkers 96.Others specify *1= YES 2= NO*	11 12 13 14 15 96	
M51 :E020e	What is the degree of competition from other establishments?	1.Very low 2.low 3.intermediate 4.High 5.Very high		
M51 :E020f	State how your firm performs in each of the following areas with respect to competitors?	1.Price 2.Scale(volume) 3.Research&Development capacity 4.Brand recognition/ commercial reputation 5.Capacity to introduce new goods and services 6.Financing facilities offered 7.Labour skills 1=Disadvantaged 2=Same level 3=Advantaged 7=Not applicable	1 2 3 4 5 6 7	
M51 :E030	Have you ever applied for a loan in the last 12 months?	1. Yes 2. No>> M51 :E031		
M51 :E030a	**If Yes,** from what source ?	11.Friend/relatives 12.Private money lender 13.Land lord 14.Employer 15.Bank 16.SACCOS/ Village cash rounds>> E032 17.Deposite taking MFIs eg FINCA 18.Credit institutions 19.Input trader/shop keeper 96.others specify		

M51 :E031	Why didn't you apply? **(Read out the options and record1=Yes or2=No)**	11. No need 12. No guarantee 13. Long procedures 14. High interest rate 15. Lack of information>>E040 16. Fear of risks 96. Other(specify) 1=Yes2=No	11. ☐ 12. ☐ 13. ☐ 14. ☐ 15. ☐ 16. ☐ 96. ☐	
M51 :E032	Have you received a loan in the last 12 months?	1. Yes 2. No	☐	If 2è E033
M51 :E032a	If a Loan was received **(codes 02-05)** what was the security required?	01.Business Itself 02. Land 03. Cattle 04.House 05.Other properties 06.Salary 07.None 96.Others specify	Start up: ☐ ☐ Running: ☐ ☐	
M51 :E032b	What is the repayment period and rate?	1.monthly 2.Quarterly 3.Weekly 4.Annual 5.unspecified 96.Other specify	period: ☐ Rate in shillings: ☐	
M51 :E033	Why didn't you receive the loan you applied for?	1.Poor/No business plan 2.No guarantee/Insufficient guarantee 3.Lack of start_up fund 4.No fedback from the bank 96.Other (specify)		
M51 :E040	What is the average monthly gross income you received from your establishment?		☐☐☐☐☐☐☐	

M51 :E040a	Do you have Concrete plans to expand the Business?	1.Yes 2.No		If 2è Q010
M51 :E040b	**If YES,** please state the main Plan	1.Acquire a loan 2.Buy land /Asset 3.Employ more people 4.Market 5.Relocation from household 6.make it formal 96.Others specify		

SECTION F: MARKETACCESS

No.	Question	Options	Code	Go to
M51:F020a	Who are the main buyers of your products? **(Read out the options and record1=Yes or2=No)**	*1. Uganda* *2. Kenya* *3. Tanzania* *4. Rwanda* *5. Burundi* *6.South Sudan* *7.DRC Congo* *8. The rest of Africa (specify)* *9. The rest of the world (specify)*	1 2 3 4 5 6 7 8 9	If 2-9>> M51:F020a2
M51:F020a1	If Uganda,where are the buyers?	*1.Within 30 minutes walk* *2.Within the district* *3.Within the region* *4.The rest of uganda*	1 2 3 4	

<table>
<tr><td>M51:F020a2</td><td>Who are the buyers ?</td><td>1.individuals /households
2.micro firms eg makers of chapatis, ,pancake doughnuts etc
3.small firms eg Retailers,grinding mills etc
4.medium/large firms eg Wholesellers institutions,schools,manufacturers etc</td><td><table><tr><td>1</td><td></td></tr><tr><td>2</td><td></td></tr><tr><td>3</td><td></td></tr><tr><td>4</td><td></td></tr></table></td><td></td></tr>
<tr><td>M51:F020a3</td><td colspan="4">Does this establishment produce? 1. Goods 2. Services 3. Both goods and services 4.None</td></tr>
<tr><td>M51:F020b</td><td>List the goods and services your Establishment has introduced to the market since 2023</td><td>Not applicable for establishments started in 2024</td><td><table><tr><td>Goods</td><td>Services</td></tr><tr><td></td><td></td></tr><tr><td>1.....
2.....
3.....
7.Not applicable</td><td>1.....
2.....
3.....
7.Not applicable</td></tr></table></td><td></td></tr>
<tr><td>M51 :F020</td><td>Can any of your product (good or service) be exported to EAC or World market?</td><td>1= YES;
2= NO</td><td></td><td>IF 2 go to NEXT SECTION</td></tr>
<tr><td>M51 :F020c</td><td>Why can’t your products (good or service) be exported to EAC or World market?

(Read out the options and record1=Yes or2=No)</td><td>1=High Prices
2=Poor quality
3= Poor packaging
4= low volume of production
5= Inadequate supply of raw materials
6=Legal status
96=Others specify</td><td><table><tr><td>1</td><td></td></tr><tr><td>2</td><td></td></tr><tr><td>3</td><td></td></tr><tr><td>4</td><td></td></tr><tr><td>5</td><td></td></tr><tr><td>6</td><td></td></tr><tr><td>96</td><td></td></tr></table></td><td></td></tr>
</table>

M51 :F030	During 2023, did you export any of your product to EAC or World market? **(Read out the options and record1=Yes or2=No)**	*1.YES to EAC market* *2.YES to Other African market* *3.YES, out side of Africa* *4.NO*	1 2 3	
M51 :F040	Before 2023, did you export any of your product to EAC or World market? **(Read out the options and record1=Yes or2=No)**	1. *YES to EAC market* 2. *YES to Other African market* 3. *YES, out side of Africa* *1 = YES2= NO*	1 2 3	
M51 :F050	Do you plan to export any of your product to EAC or Word market in the future? ((**Read out the options and record1=Yes or2=No)**	1. *YES to EAC market* 2. *YES to Other African market* 3. *YES, out side of Africa* *1 = YES 2= NO*	1 2 3	

SECTION J. BUSINESS EXPANSION

No.	Question	Options	Code	Go to
M1 :J09	Do you have plans for expansion?	1. YES 2. NO		
M1 :J10	Do you have plans to employ more people?	1. YES 2. NO		*2*>> M1 :J11a
M1 : J11	How many people are you likely to employ?			

M1 :J11a	State the main strategies that your establishment is to adopt in the next 3 years **(Record up to 3)**	1.Introduce new products/ services 2.Enter new markets 3.Change theestablishment sale channels 4.licensing from others firms 5.reduce personnel 6.Register patents of products 7.Buy new equipment's/ adapt new technology 8.Increase work force 9.Improve quality or design 10.Improve branding and advertisement 11.Train human resources 12.Cooperate with othersestablishments to gain more important contracts or works 13.Open new commercial offices 14.Open new productive or operative plants 15.Do nothing, stay the same 96.Others specify	<table><tr><td>No</td><td>strategy</td></tr><tr><td>1</td><td></td></tr><tr><td>2</td><td></td></tr><tr><td>3</td><td></td></tr></table>	
M1 :J11b	What are the main strengths of your establishment? **(Record up to 3)**	1 Design of parts of products 2.High volume of output 5.low prices 6.Operating in a specific niche segment 7.Ownership of specific technology 8.Capability to coordinate with suppliers (domestic and foreign) 9.Large number of customers 10.Meets international standards 11.Flexibility to meet demand specific requirements 12.Suppliers 14.Logistics capacity 15.After sales services 16.Positioning of the brand in the market 96.Others specify	<table><tr><td>No</td><td>strength</td></tr><tr><td>1</td><td></td></tr><tr><td>2</td><td></td></tr><tr><td>3</td><td></td></tr></table>	

SECTION 1B: STAFF DETAILS AND SURVEY TIME

1. NAME OF INTERVIEWER

2. DATE OF INTERVIEW

DD MM YYYY

3. NAME OF SUPERVISOR

DD MM YYYY

4. DATE OF CHECKING

5. NAME OF EDITOR

DD MM YYYY

6. DATE OF INSPECTION

7. INTERVIEW RESULTS:

A. Visit 1	B. Visit 2	C. Visit 3	D. Reason for Non-response
Date : ...../...../.....	**Date :**...../...../.....	**Date :** ...../...../.....	
1= Fully completed 2= Partially completed 3= Non response 4= Postponed 6= Other (specify)	1= Fully completed 2= Partially completed 3= Non response 4= Postponed 6= Other (specify)	1= Fully completed 2= Partially completed 3= Non response D 4= Postponed 6= Other (specify)	1= Refused 2= No contact 3= Not eligible 6= Other (specify)

8. REMARKS BY INTERVIEWER:

9. REMARKS BY SUPERVISOR:

END OF INTERVIEW

THANK YOU

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